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ABSTRACT

Accuracy in student accounting procedures gives school districts a sound basis of financial and statistical information for all subsequent decision making. The purposes of this manual are to describe the student accounting system used in Oregon and to assist districts in their efforts to maintain accurate records and report properly to the state Department of Education. Pertinent Oregon Administrative Rules, Oregon Revised Statutes, and Department of Education forms are included in this manual. (Author/MLF)

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OREGON STUDENT ACCOUNTING MANUAL

Oregon Department of Education
Salem, Oregon

OREGON STUDENT ACCOUNTING MANUAL

A Handbook on Student Accounting and the Oregon

School Register

February 1981

School Finance Section
Management Services Division

Oregon Department of Education
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Salem, Oregon 97310

Verne A. Duncan
State Superintendent
of Public Instruction

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Oregon Department of Education

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FOREWORD

Accuracy in student accounting procedures gives school districts a sound basis of financial and statistical information for all subsequent decision-making. The purposes of this Oregon Student Accounting Manual are to describe the student accounting system used in Oregon, and to assist districts in their efforts to maintain accurate records and report properly to the Department of Education.

In January of this year the State Board of Education adopted OAR 581-23-006, "Student Accounting Records and State Reporting." Pertinent Oregon Administrative Rules, Oregon Revised Statutes and Department of Education forms are included in this manual.

For further information contact Lloyd Thomas, School Finance and Data Information Services, 378-3631.

Verne A. Duncan
State Superintendent
of Public Instruction

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INTRODUCTION

Elementary and secondary education nationwide is one of the most important of governmental efforts. It affects a large proportion of the nation's citizens and commands a significant proportion of the nation's financial resources. The system operates through a mix of educational planning and financial support at the federal, state and local levels. Effective planning and the equitable allocation of scarce financial resources require a comprehensive system of student accounting. The accounting system must satisfy educational planning and financial needs at the local, state and federal levels by accurately measuring the number of students being educated.

The purpose of this manual is to improve and clarify the system of student accounting used in Oregon public schools. Full implementation of this system will yield an accurate accounting of students at the local school and program level--which will in turn provide cumulative data at the district, state, and federal levels.

The Student Accounting System in Oregon

Implementation of the student accounting system in Oregon requires an understanding of certain Oregon statutory requirements, as well as those student measures which are used nationwide and in Oregon.

- Residency for School Purposes (ORS 332.595)

  Residency for school purposes is an essential concept in the student accounting system. It determines which school district is responsible for the education of an individual and also is the basis on which the Basic School Support Fund, the Common School Fund, and the County School Fund are distributed to local districts. It is important, therefore, that the residency of each student be legally determined by each district to assure proper distribution of these funds.

  Every person in Oregon between the ages of 4 and 18 is resident for school purposes in a school district. In general, individuals are considered to be resident in the district in which their parents or guardians reside. However, legally emancipated individuals are resident in the district in which they reside. Wards of public or private agencies are resident in the district in which they reside provided they live in licensed substitute care facilities certified for a maximum of six children. Those living in substitute care homes certified for seven or more are resident for funding purposes in the district in which their parents or guardians lived at the time the child became a ward of the public agency. Responsibility for determining residency lies with the attending district.

- The School Census (ORS 332.575 and 332.585)

  In Oregon, the school census is a count of the number of children between the ages of 4 and 20 who reside in the state. It is used in the initial distribution of the Common School Fund and to compute the mandatory portion of the County School Fund tax levy.

  Prior to 1971, an actual census was conducted every other year by each school district in the state. Children of school age (4-20) were listed by name, address and resident district. In 1971 the legislature amended the law to permit an estimated census. An annual estimate of the number of school age children by county lines is now made by the Center for Population Research and Census at Portland State University. However, a school district may still conduct a student census of its district if it so chooses.

  To determine the school census by ESD or county school district, the State Superintendent of Public Instruction prorates the annual estimate of census for the entire state in the same proportion as the resident average daily membership of each ESD or county unit bears to the total resident average daily membership of the state. The administrative officer of each ESD or county unit then apportions the census to the common school districts (unified and elementary) reporting to that ESD or county unit. This school district census satisfies statutory references to "school age children" and "school census."

- Admissions of Students (ORS 339.115 to 339.135)

  Each district must admit to the schools of the district free of charge all persons between the ages of 6 and 21 who are resident in the district. Tuition, however, may be charged under ORS 336.165 for certain courses that are not a part of the regular school program. Furthermore, each district may admit nonresident students and may fix rates of tuition for these students. A district also may contract with another district for the admission of its students in schools of the other district.

- Compulsory School Attendance (ORS 339.005 to 339.090)

  Subject to certain statutory exemptions, all individuals between the ages of 7 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school. Any person responsible for an individual between the ages of 7 and 18 years who has not completed the 12th grade is required to maintain that individual in regular attendance during the regular school year.

  Summary of Exemptions (see specific statutes for a more detailed explanation):

  - Those between ages 16 and 18 years who are employed full time, employed part time and in school part time, attending community college, or equivalent activities.

- Those enrolled in private or parochial school programs equivalent to the public school program.

- Those who have satisfactorily proven knowledge equivalent to that which is taught in grades 1 through 12.

- Those who are physically or mentally too ill to attend school safely.

- Those between 7 and 10 years old whose parents live more than 1-1/2 miles, and those over 10 years old whose parents live more than three miles, from some public school and for whom the district does not provide transportation.

- Certain children being taught at home by a parent or teacher.

- Those excused by the district school board.

- Those excluded from attendance as provided by law.

- Those between 16 and 18 years old who have the mutual consent of the school and parents or guardians.

- Regular School Program and Regular School Year (OAR 531-23-006)

  Student accounting records must be maintained as prescribed by the Oregon Department of Education to cover students enrolled in the regular school program operating during the regular school year. The regular school program for these purposes is that program offered to comply with the standards adopted by the State Board of Education and compulsory school attendance law. This does not include summer school, adult education or prekindergarten programs. The regular school year is that period of time during which student participation is required in the regular school program.

  For reporting purposes, the school year is divided into four quarters: the first quarter is from July 1 to September 30; the second quarter is from October 1 to December 31; the third quarter is from January 1 to March 31; and, the fourth quarter is from April 1 to June 30.

Student Measures

- **Enrollment**

Enrollment as a student measure is designed to yield a headcount of the students who have enrolled in the educational program during the regular school year. It is always a cumulative figure for the school year. The headcount is achieved by using a coding system reflecting each student's status at the time of entry and withdrawal from school. The coding system used in Oregon is shown below. Properly used, this system will yield an accurate headcount of students enrolled in school on any given reporting date in any class, school, district or state, or in the nation.

The Enrollment Code

- Original entries:

E1--any student who has not previously, during the current year, entered any school in the United States,

E2--any student who has been enrolled during the current school year in a school in another state and who has not previously, during the current school year, been enrolled in any school in Oregon.

- Re-entries:

R1--students received from another room in the same school,

R2--students received from a public school in the same school district,

R3--students received from a public school in the state but outside the local school district,

R4--students re-entering after withdrawal or discharge,

R5--students received from a nonpublic school in the state,

R9--students received from a different grade level within the same district.

- Withdrawals (or losses):

W1--students transferred to another room or classroom in the same building,

W2--students transferred to another public school in the same local district,

W3--students transferred to a nonpublic school in the same local district,

W4--students moved out of local school district or state,

W5--students quitting school after passing compulsory attendance age,

W6--students issued work permits,

W7--students graduated,

W8--students withdrawn because of other reasons,

W9--students transferred to a different grade level within the same district.

- Using the above code and the following formulas, enrollment at the various organizational levels can be determined.

Classroom level
Enrollment = E1 + E2 + R1 + R2 + R3 + R5

School level
Enrollment = E1 + E2 + R2 + R3 + R5

District level
Enrollment = E1 + E2 + R3 + R5

- Membership

Membership, as defined in Oregon, is the total number of students on the current roll of an organizational unit as of a given date. It is obtained by adding the total number of students present and the total number absent for an organizational unit, or by using the following formulas.

Classroom level
Membership = E1 + E2 + R1 + R2 + R3 + R5 - W

School level
Membership = E1 + E2 + R2 + R3 + R5 - W

District level
Membership = E1 + E2 + R3 + R5 - W

- Average Daily Membership

For planning and financial purposes the student measure most used in Oregon is Average Daily Membership (ADM). ADM is the measure that indicates the average number of students in membership on any given day during the reporting period. ADM is computed in two ways: one method is used for full-time programs; the other for part-time programs.

- Full-time Programs

ADM for full-time programs is computed in four steps as follows:

1. A full-time equivalency (FTE) is determined for each student each quarter. Students who are scheduled to participate in more than one-half of the full-day program are given an FTE of 1.0. Those students who are scheduled to participate one-half or less of the full-day program are given an FTE of .5. Kindergarten students are given an FTE of 1.0, regardless of the length of their program. The Department will adjust kindergarten students' FTE to reflect the permissible percentage as stated in statute. Students enrolled in dual-credit courses mutually agreed upon between a high school and community college shall be given an FTE based on the time spent in both programs. If the time spent in the combined programs is more than one-half of the full-day program, the student is given an FTE of 1.0. If the time spent is one-half or less, the student is given an FTE of .5. Work-study students may be given an FTE of 1.0 provided the work-study program is supervised by the district. If a student is released for work during school hours and the district assumes no responsibility for the time involved, that time may not be counted as participation in the full-day program for purposes of determining the student's FTE.

2. Total days membership is determined next for each student by adding the student's FTE times days present and the student's FTE times days absent. Each student is counted in membership as either present or absent from the day of enrollment to the day of withdrawal on those days that the instructional unit (school or program) is in session.

3. Total days membership of the instructional unit is then obtained by adding the total days membership of all of the students in the unit.

4. ADM is arrived at by dividing the total days membership of the instructional unit by the total number of days the instructional unit was in session. Only days, or portions thereof, on which the students are under the guidance and direction of teachers are to be counted as days in session.

- Part-time Programs

ADM for part-time programs does not involve assigning each student an FTE. Instead, ADM is determined by the number of hours spent by students in the part-time program. The method used to compute the ADM depends on the type of part-time program as follows:

1. Students through age 20 years who are in continuation evening school (ORS 336.125) and students who are enrolled in nonpublic schools who receive instruction in a public school on a part-time basis have their ADM computed by multiplying the total hours of instruction given all students during the reporting period by .167 and dividing the product by either 55 for the December 31 quarterly report or by 175 for the June 30 annual report.

2. Students who receive home instruction provided by certificated district staff have an ADM computed by dividing the total number of hours of home instruction given (not to exceed five hours per week for a single student) by either 55 for the December 31 quarterly report or by 175 for the June 30 annual report.

3. Kindergarten students receiving instruction from their parents (as defined in OAR 581-23-006(6)(a)(D)) have an ADM computed by dividing the total hours of instruction given the parents by district personnel by either 55 for the December 31 quarterly report or by 175 for the June 30 annual report. The Department then adjusts the hours of instruction given to reflect the permissible percentage for kindergarten students as stated in statute.

The ADM of districts offering both full- and part-time programs is the sum of the ADM's for both programs.

For purposes of distributing the Basic School Support Fund and other selected state and county funds, the Department of Education computes the resident ADM of each district (ADMr). In addition, for statistical purposes the Department computes the ADM of attending students (ADMa).

- Average Daily Attendance

Although Oregon does not distribute funds based on average daily attendance (ADA), many states do. Since it is the one student measure computed by all states, it is the principal student measure reported to the federal government. It is used by the federal government for allocating a substantial amount of federal education dollars to the states.

ADA as a student measure indicates the average number of students present (in actual attendance) on any given day during the reporting period. The computation of ADA is very similar to that of ADM. The difference between ADA and ADM is that the ADA computation does not include the students' days absent, and it is only computed for full-time programs.

ADA is obtained as follows:

1. An FTE is determined for each student in the same manner as when computing ADM.

2. Total days attendance for each student is figured by multiplying the student's FTE by the student's total days present.

3. Total days attendance of the instructional unit is then obtained by adding the total days attendance of all of the students in the unit.

4. ADA is arrived at by dividing the total days attendance of the instructional unit by the total number of days the instructional unit was in session. Only days on which the students are under the guidance and direction of teachers are to be counted as days in session.

- State Reporting

In order to insure proper student accounting at the state level, the Oregon Department of Education requires several reports to be filed by school districts on forms provided by the Department. Directions for completing the forms are included on the individual forms. If an error is found on a previous report, an amended copy should be filed.

- Pupil Personnel Accounting Report (PPA), Form 3200, is used to report enrollment, membership, number of days in session, attendance, length of school year, and the number of high school graduates for all full-time programs. Separate reports must be filed for grades within a school having differing numbers of days in session. Reports are required to be filed within ten days of the close of each quarter and the full school year.
- Resident ADM in Part-time and Special Programs, Form 3201, is used to report the ADM of students in continuation evening schools under ORS 336.125, students in nonpublic schools who attend public school part time, students receiving home instruction, and kindergarten students receiving instruction from their parents. Reports are required to be filed within ten days of the close of the quarter ending December 31 and the year ending June 30.
- Basic School Support Fund Report of Non-Resident Pupils, Form 3202, is used to report the ADM of nonresident students for whom the resident district pays tuition, students attending an ESD-financed program, dependent children attending under provisions of ORS 339.165 through 339.185, and nonresident students for whom the resident district does not pay tuition. Reports are required to be filed within ten days of the close of the quarter ending December 31 and the year ending June 30.
- Basic School Support Fund Report of Community College Instruction, Form 3207, is used to report ADM of students who are simultaneously enrolled in dual-credit courses mutually agreed upon between a high school and community college. Reports are required within ten days of the close of the quarter ending December 31 and the year ending June 30.
- Estimate of Attendance of Dependent Students From Child-caring Agencies, Form 3190, and Final Report of Attendance of Dependent Students From Child-Caring Agencies, Form 3193, are used to report the projected and actual total days attendance of dependent students from child-caring agencies licensed to serve seven or more children. Form 3190 is required to be filed by January 31 and Form 3193 by July 15.
- Preliminary Certification by Child-caring Facility for Dependent Children, Form 3191, and Certification by Child-caring Facility for Dependent Children, Form 3194, are used to report students who live or have lived in child-caring facilities licensed to provide care for seven or more children. Form 3191 is required to be filed by January 31 and Form 3194 by July 15.
- Estimate of Pupil Membership and Operating Expenses in Special Education Programs, Form 3196, and Final Report of Pupil Membership and Operating Expenses in Special Education Programs, Form 3198, are used to report the total days of instruction, cost, and membership by county of residency for special education programs. Form 3196 is required to be filed by February 1 and Form 3198 by July 15.

- District Report of Resident Enrollment by County Lines, Forms 3203 and 3205, are used to report the resident enrollment of students who are legal residents of the reporting district according to the county of legal residency of each student. Form 3203 is required to be filed for the quarter ending December 31 and is due January 15, and Form 3205 is required for the year ending June 30 and is due July 15.

THE OREGON SCHOOL REGISTER INSTRUCTIONS

General Information

The Oregon School Register is designed to comply with Oregon statutes and administrative rules governing school attendance reporting. It is intended for use by elementary and secondary schools to assist in the completion of the Pupil Personnel Accounting Report (Form 3200). Each school is required to maintain student attendance and membership records in this register or in an alternate system which utilizes standard definitions and yields equivalent data.

During the first week of school it may be desirable to maintain a temporary record in order to provide for late entrants and pre-enrolled students who do not report. This information should be transferred to the school register at the beginning of the second week. Names of pre-enrolled students who do not actually enroll should not appear in the permanent register.

The school register is a permanent record and should be kept in ink. At the end of the school year, the completed register (or its equivalent if an alternative system is used) should be submitted to the district office for permanent retention.

Code and Key

In completing the register, the codes listed on pages 4-5 of this manual (and on sheet 4 of the register) are to be used.

R9 and W9 are to be used only if a school district adopts a year-round schedule incorporating a track system in which one or more tracks are scheduled to cross school years (July 1 through June 30). The use of the R9 and W9 codes shall be limited to those students who change grades within a track during the school year.

For other entries, use the following key:

H	legal school holiday. Record only those days that are paid legal holidays between opening day and closing day of school. (Examples--Thanksgiving, Memorial Day, Labor Day, New Year's Day.)
h	local school holiday. Those days when school is not in session for emergency or other reasons and the closure was approved by the local board.
Ⓗ	approved day closed for emergency. If the closure was subsequently approved by the Oregon Department of Education, the 'h' recorded in the Register is encircled to indicate such approval. (Examples--storm closed days, other emergency or local holidays.)
I	approved inservice day. (Examples--County or District Institute Days.)
V	unpaid vacation day. (Examples--Spring vacation, Christmas vacation.)
X	miscellaneous day other than inservice day on which the teacher is required to be present but the pupils are not in session. (Examples--teacher work days, teacher-parent conference days.)
0	a day in a school week, not included in a given report quarter
1	absent a.m.
-	absent p.m.
+	absent all day
o	tardy (late)

Instructions for Recording Student Data by Columns

Column 1 List alphabetically and by grade the last name of each student followed by the first name and middle name or initial (e.g., Smith, John A.). If more than one grade is recorded on a page, skip a few lines between grades. To facilitate completion of state attendance reports, nonresident students should be listed separately at the end of each grade.

Column 2 Record the grade placement at the time of enrollment for each student.

Columns 3 and 4 — Indicate the sex of each student by a check mark in the appropriate column.

Columns 5, 6 and 7 — Record the month, day and year of each student's birth as follows: 4:27:70 (Apr. 27, 1970).

Columns 8 through 12 — Record the entry or re-entry status for each student by checking the appropriate column.

Column 13 — If a student withdraws at any time during the school year, put a check mark in this column. At the end of each quarter, summarize columns 8 through 13 in the appropriate spaces at the bottom of the page. The column totals for each quarter are cumulative and must correspond to the column totals of Section 1 of Form 3200.

Columns 14 and 15 — For each nonresident student indicate the home district number, county/ESD and state.

Column 16 — Indicate the status of all nonresident students using the appropriate code:

NR1--students having tuition paid by parents or other individuals

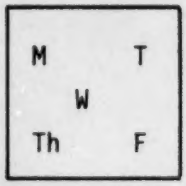
NR2--students having tuition paid by their resident district

NR3--students having tuition paid from outside the state

NR4--not classified above

The spaces between columns 16 and 17 are used for recording weekly attendance for each quarter. Starting with the last space in the quarter, enter the school week number of the last week in that quarter and its beginning date (as shown on the Oregon Department of Education School Calendar). See example on page 15. Number back to the week in which the quarter begins or, for the first quarter, when the school session begins. Spaces to the left of the first week should be blocked out. When the end of a quarter falls on any day except Friday, Saturday or Sunday, the last week of that quarter and the first week of the next quarter will have the same number. In such cases, those days in the week not included in the quarter should be marked with an "0" and should not be counted as days within the quarter.

Daily attendance data should be recorded as follows: entries for Monday should be made in the upper left corner of the block; for Tuesday, upper right corner; for Wednesday, the middle; for Thursday, lower left corner; and for Friday, lower right corner. (See example.)



When a student enrolls, enter an E or R with the appropriate code number in that portion of the weekly attendance block that reflects the date of entry. No entry is made to record days present. The enrollment code may be found under "Student Measures," page 4 of this manual; the key to other entries is on page 11. (See also Sample Register, page 15.)

When a student withdraws, place a "W" with the appropriate code number in that portion of the weekly attendance block that reflects the school day following the last day of attendance. With the exception of W9, the day marked "W" should not be counted as a membership day. For W9, the entry should be made on the last day of attendance and should be counted as a membership day.

Column 17

A full-time equivalency (FTE) for each student must be determined each quarter and entered in column 17. The FTE reflects the portion of the student's participation in the full-day program. Students scheduled to attend school for more than one-half of the full-day program are given an FTE of 1.0. Students scheduled to attend school for one-half or less of the full-day program are given an FTE of .5. (See "Average Daily Membership," page 5 of this manual, for further information.)

Columns 18-23

The total quarterly membership of each student should be summarized at the end of the quarter. Record membership of resident students in columns 18 through 20 and membership of non-resident students in columns 21 through 23. To determine days present (columns 18 and 21), count the number of days the student was present and multiply by the student's FTE, rounding to the nearest tenth. To determine days absent (columns 19 and 22), count the number of days the student was absent

and multiply by the student's FTE, rounding to the nearest tenth. To determine days of membership (columns 20 and 23), add days present to days absent (column 18 plus column 19 = column 20, and column 21 plus column 22 = column 23). Record column totals at the bottom of the page.

Columns 24 through 29 — At the end of each school year each student's membership record should be summarized by totaling the data for the four quarterly periods. Record column totals at the bottom of the page and check by adding the column totals of the four quarters.

Column 30 — Indicate whether the student is promoted or retained at the end of the school year.

Sample School Register

Oregon School Register, 1981 - 1982 School Year — PAGE 2

REGISTER SHEET NO. 2

	FIRST REPORT QUARTER–JULY 1st TO SEPT. 30th									TOTAL QUARTERLY ATTENDANCE					
	SCHOOL WEEK NUMBER									RESIDENT			NON-RESIDENT		
				10	11	12	13	14	FTE	P	A	M	P	A	M
				9-1	9-8	9-15	9-22	9-29	17	18	19	20	21	22	23
1	—	—	—	EI		+		• • •	1.0	20	2	22			
2	—	—	—	EI				• • •	.5	11	0	11			
3	—	—	—	EI		W/D		• • •	1.0				13	0	13
4	—	—	—	—	—	—	R2	• • •	.5	2.5	0	2.5			
5															
6															
TOTALS										33.5	2	35.5	13	0	13

Form 581-3252 (rev. 3/81)

School opened Monday, September 1; end of quarter Tuesday, September 30.

Student 1: Enrolled on first day of school, September 1. Absent two days, September 17 and 18. FTE = 1.0.

Student 2: Enrolled on first day of school, September 1. No absences. FTE = .5.

Student 3: Enrolled on first day of school, September 1. No absences. Withdrew September 18. Transferred to nonpublic school. FTE = 1.0. Nonresident student.

Student 4: Entered from another school in the district September 24. FTE = .5.

OREGON SCHOOL REGISTER

AND

RECORD BOOK

Prepared by the
Oregon Department of Education

School _____ District No. _____ County _____
(Name)

Address _____
(City or Town) (Street)

RECORD FOR THE SCHOOL YEAR 19 - 19

This register is the property of the school district. It becomes an important official record of the district and for this reason it should be kept neatly and accurately. Directions should be carefully followed and all information requested should be supplied.

Facts regarding the attendance of students at school are of basic importance in every state. In order that these facts may be properly and uniformly recorded and may be comparable, the Oregon Department of Education, in cooperation with educational authorities in other states and with the United States Department of Education, has developed this Register of Attendance.

This register is provided by the state in order that the facts regarding attendance may be uniformly recorded by identical procedures. The instructions are intended to be complete and self-explanatory. Please study them carefully and if any point is not clear do not hesitate to consult your principal, superintendent, or the Oregon Department of Education.

Accurate reports based on a properly kept register are of the greatest importance. They constitute the foundation for an understanding of the needs of the schools and the basis for financial support.

Form 581-3252 (rev. 3/81)

PAGE

Oregon School Register, 19 - 19 School Year

REGISTER SHEET NO. 1

DATA CONCERNING STUDENTS

	STUDENT'S NAME	GRADE	SEX		DATE OF BIRTH			E. R. W. STATUS						IF NON-RESIDENT GIVE SCHOOL DISTRICT, COUNTY, STATE			
			F	M	MONTH	DAY	YEAR	E1	E2	R3	R5	R1 R2 R4	ALL W	DIST. NO.	COUNTY	STATE	CODE
		2	3	4	5	6	7	8	9	10	11	12	13	14	15		16
1																	
2																	
3																	
4																	
5																	
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25																	

FIRST QTR. TOTALS

SECOND QTR. TOTALS

THIRD QTR. TOTALS

FOURTH QTR. TOTALS

Oregon School Register, 19 - 19 School Year

PAGE

REGISTER SHEET NO. 2

FIRST REPORT QUARTER–JULY 1st TO SEPT. 30th										TOTAL QUARTERLY ATTENDANCE					
SCHOOL WEEK NUMBER										RESIDENT			NON-RESIDENT		
									FTE	P	A	M	P	A	M
									17	18	19	20	21	22	23
1															
2															
3															
4															
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TOTALS

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PAGE

REGISTER SHEET NO. 2

Oregon School Register, 19 - 19 School Year

SECOND REPORT QUARTER—OCTOBER 1st TO DECEMBER 31st														
SCHOOL WEEK NUMBER														
														1
														2
														3
														4
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														23
														24
														25

FTE		TOTAL QUARTERLY ATTENDANCE					
		RESIDENT			NON-RESIDENT		
		P	A	M	P	A	M
17		18	19	20	21	22	23
	1						
	2						
	3						
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	23						
	24						
	25						
	TOTALS						

DIVISION OF WEEKLY ATTENDANCE SQUARE

H	legal school holiday
h	local school holiday
ⓗ	approved day closed because of emergency conditions
I	approved inservice day
V	unpaid vacation day
X	miscellaneous day
0	a day in a school week, not included in a given report quarter
'	absent a.m.
.	absent p.m.
+	absent all day
o	tardy (late)

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PAGE
REGISTER SHEET NO. 3

Oregon School Register, 19 - 19 School Year

THIRD REPORT QUARTER—JANUARY 1st TO MARCH 31st														
SCHOOL WEEK NUMBER														
														1
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FTE		TOTAL QUARTERLY ATTENDANCE					
		RESIDENT			NON-RESIDENT		
		P	A	M	P	A	M
17		18	19	20	21	22	23
	1						
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	24						
	25						
	TOTALS						

ENROLLMENT ENTRIES

E1 ORIGINAL ENTRY–NOT PREVIOUSLY ENROLLED DURING CURRENT SCHOOL YEAR IN U.S.

E2 ORIGINAL ENTRY–PREVIOUSLY ENROLLED DURING CURRENT SCHOOL YEAR IN STATE OTHER THAN OREGON.

E (TOTAL) ADD E1 AND E2.

R1 RECEIVED FROM ANOTHER ROOM, SAME SCHOOL.

R2 RECEIVED FROM ANOTHER PUBLIC SCHOOL, SAME DISTRICT

R3 RECEIVED FROM PUBLIC SCHOOL IN STATE BUT OUTSIDE LOCAL DISTRICT.

R4 RE-ENTERING AFTER WITHDRAWAL OR DISCHARGE.

R5 RECEIVED FROM NON-PUBLIC SCHOOL IN STATE.

R9 RECEIVED FROM DIFFERENT GRADE, SAME DISTRICT.

R (TOTAL) ADD R1 THROUGH R9.

W1 TRANSFERRED TO ANOTHER CLASSROOM, SAME BUILDING.

W2 TRANSFERRED TO ANOTHER PUBLIC SCHOOL, SAME DISTRICT.

W3 TRANSFERRED TO NON-PUBLIC SCHOOL, SAME DISTRICT.

W4 MOVED OUT OF LOCAL DISTRICT OR STATE.

W5 QUIT SCHOOL. BEYOND COMPULSORY SCHOOL AGE.

W6 ISSUED WORK PERMIT.

W7 GRADUATED.

W8 WITHDRAWN. OTHER REASONS.

W9 TRANSFERRED DIFFERENT GRADE, SAME DISTRICT.

W (TOTAL) ADD W1 THROUGH W9.

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REGISTER SHEET NO. 4

Oregon School Register, 19 - 19 School Year

FOURTH REPORT QUARTER—APRIL 1st TO JUNE 30th														
SCHOOL WEEK NUMBER														
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Oregon School Register, 19 - 19 School Year

PAGE

REGISTER SHEET NO. 5

FTE		TOTAL QUARTERLY ATTENDANCE					
		RESIDENT			NON-RESIDENT		
		P	A	M	P	A	M
17		18	19	20	21	22	23
	1						
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TOTALS

	TOTAL ANNUAL ATTENDANCE						PROMOTED OR RETAINED
	RESIDENT			NON-RESIDENT			
	P	A	M	P	A	M	
	24	25	26	27	28	29	30
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TOTALS

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REGISTER SHEET NO. 5A

Oregon School Register, 19 - 19 School Year

DATA CONCERNING STUDENTS

	STUDENT'S NAME	GRADE	SEX		DATE OF BIRTH			E. R. W. STATUS						IF NON-RESIDENT GIVE SCHOOL DISTRICT, COUNTY, STATE		
			F	M	MONTH	DAY	YEAR	E1	E2	R3	R5	R1 R2 R4	ALL W	DIST. NO.	COUNTY STATE	CODE
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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FIRST QTR. TOTALS

SECOND QTR. TOTALS

THIRD QTR. TOTALS

FOURTH QTR. TOTALS

Oregon Administrative Rule 581-23-006
Student Accounting Records and State Reporting

Statutory Authority: ORS 326.310; 327.125

581-23-006 Student Accounting Records and State Reporting

(1) The following definitions and abbreviations apply to this rule:
- (a) "ADA" means average daily attendance;
- (b) "ADM" means average daily membership;
- (c) "Day in session" means a scheduled day of instruction during which students are under the guidance and direction of teachers;
- (d) "Department" means the Oregon Department of Education;
- (e) "Full school day" means the length of time a school or program is normally in session during the day, as determined by the local school board under provisions of ORS 332.075(2);
- (f) "FTE" means full-time equivalency;
- (g) "Instructional unit" means a school or other organizational arrangement which provides instruction of a given type or types;
- (h) "Regular school program" means that which is offered to comply with the standards adopted by the State Board of Education and compulsory school attendance law. This does not include summer school, adult education, or prekindergarten programs;
- (i) "Roll" means the list of students who have enrolled in the district during the current school year; and
- (j) "Superintendent" means the State Superintendent of Public Instruction.

(2) Instructions pertaining to the maintenance of student accounting records and state reporting shall be published by the Department.

(3) Each school district shall:
- (a) Maintain accounting records of student enrollment, attendance, membership, resident/nonresident status, and such other student information as may be required, for each student enrolled in regular school programs operating during the regular school year. Such records shall utilize uniform definitions of each student measure as stated in this rule;
- (b) Designate the residency for school purposes, subject to the provisions of ORS 332.595 and 339.135, of each student enrolled in the district;
- (c) Report enrollment, attendance, membership, and such other information as the Superintendent may require, within 10 days of the end of each reporting period on forms provided by the Department. Reporting periods shall end September 30, December 31, March 31, and June 30; and
- (d) Utilize the following enrollment codes for recording entry, reentry, and withdrawal of students during the regular school year.

(A) Original entries:
(i) E1--any student who has not previously, during the current year, entered any school in the United States,
(ii) E2--any student who has been enrolled during the current school year in a school in another state and who has not previously, during the current school year, been enrolled in any school in Oregon.

(B) Re-entries:
(i) R1--students received from another room in the same school,
(ii) R2--students received from a public school in the same school district,
(iii) R3--students received from a public school in the state but outside the local school district,
(iv) R4--students re-entering after withdrawal or discharge,
(v) R5--students received from a nonpublic school in the state.

(C) Withdrawals (or losses):
(i) W1--students transferred to another room or classroom in the same building,
(ii) W2--students transferred to another public school in the same local district,
(iii) W3--students transferred to a nonpublic school in the same local district,
(iv) W4--students moved out of the local school district or state,
(v) W5--students quitting school after passing compulsory attendance age,
(iv) W6--students issued work permits,
(vii) W7--students graduated,
(viii) W8--students withdrawn because of other reasons,
(ix) W --the total of W1 through W8.

(D) If a school district adopts a year-round schedule incorporating a track system in which one or more tracks are scheduled to cross school years (July 1 through June 30) the enrollment code shall be expanded to include:
(i) R9--students received from a different grade level within the same district,
(ii) W9--students transferred to a different grade level within the same district.
The use of the R9 and W9 codes shall be limited to those students who change grades within a track during the school year. A W9 entry shall be counted as a day of membership.

(4) Students shall be entered and withdrawn from the district roll as follows:
(a) A student shall be entered on the district roll utilizing the appropriate E or R code on the first day of the student's actual attendance. A student participating in the program of more than one instructional unit shall be entered on the roll of that instructional unit in which 50 percent or more of the student's time is scheduled and the student shall not be entered on the roll of other instructional units;

(b) A student whose withdrawal status is known or can be determined within ten days shall be marked as a withdrawal on the school day following the last day of actual attendance. If a student's withdrawal status cannot be determined, the student may be carried as absent for a maximum of ten consecutive school days and shall be withdrawn on the eleventh consecutive school day.

(5) Membership and attendance accounting in instructional units scheduled to operate a full school day shall be recorded as follows:

(a) A full-time equivalency (FTE) for each student enrolled shall be determined each quarter. Students participating in more than one-half of the full-day program shall be given an FTE of 1.0. Students participating in one-half or less of the full-day program shall be given an FTE of .5. The FTE computation of students participating in community college programs under paragraph (B) of this subsection shall include time spent in the community college program;

(A) Kindergarten students shall be assigned an FTE of 1.0. The Department shall adjust the total days membership of kindergarten students reflecting the permissible percentage as stated in statute,

(B) Students enrolled in dual-credit courses mutually agreed upon between a local school district and a community college and for whom the community college claims reimbursement from the Community College Operating Fund shall be accounted for as follows:

(i) Each local district enrolling such students shall report to the Department the number of instructional hours received by those students for whom community college reimbursement will be claimed. The report shall be prepared by the local district and verified by the community college prior to submission to the Department. Each report shall yield subtotals for resident and nonresident students by district.

(ii) Two reports shall be required each year: The first covering the quarter ending December 31 and the second covering the year ending June 30.

(iii) The Department shall convert to ADM the community college instructional hours reported for each reporting period by multiplying the total hours of instruction by .167 and dividing the product by 55 for the December 31 quarterly report and by 175 for the June 30 annual report.

(iv) The ADM computed in subparagraph (iii) of this section shall be deducted by the Department from the ADM of the district.

(C) Students participating in district supervised work-study programs may be credited as 1.0 FTE. If a student is released for work during school hours and the district assumes no supervisory responsibility for the time involved, that time shall not be counted as participation in the full-day program when determining the student's FTE.

(b) Membership of each student for the quarter shall be computed as follows: student FTE times days present plus student FTE times days absent equals total days membership of the student. Each

student shall be counted in membership as either present or absent from the date of enrollment to the date of withdrawal on those days when the instructional unit is in session. The day upon which a student is marked as a W (except W9) shall not be counted as a day of membership;

(c) Total days membership of the instructional unit shall be the total of days membership of all students enrolled in the instructional unit as computed in subsection (b) of this section. The computation of total days membership of the instructional unit shall yield subtotals indicating grade placement and resident/nonresident status of student membership;

(d) The Department shall compute the ADM and ADA of resident students, nonresident students, and attending students for each instructional unit reporting and derive totals of such data for each local school district in the state, subject to the following procedures:

(A) ADM is the total days membership of an instructional unit during a specific reporting period divided by the number of days the instructional unit was in session during that reporting period. The ADM of groups of instructional units having varying lengths of terms shall be the sum of the ADMs obtained for the individual instructional units. If a district school board adopts a class schedule that operates throughout the year under the provisions of ORS 336.012 for all or any instructional units in the district, the computation shall be made so that the resulting ADM will not be higher or lower than if the local board had not adopted such a schedule,

(B) ADA is the total days attendance of an instructional unit during a specific reporting period divided by the number of days the instructional unit was in session during that reporting period. The ADA of groups of instructional units having varying lengths of terms shall be the sum of the ADAs obtained for the individual instructional units. If a district school board adopts a class schedule that operates throughout the year under the provisions of ORS 336.012 for all or any instructional units in the district, the computation shall be made so that the resulting ADA will not be higher or lower than if the local board had not adopted such a schedule.

(6) Students enrolled in part-time programs shall be accounted for as follows:

(a) The ADM of students enrolled in the following part-time programs shall be computed as stated in subsections (b), (c), and (d) of this section;

(A) Students through age 20 in continuation evening schools under provisions of ORSs 336.125, 336.135, 339.250, 339.253,

(B) Students enrolled in nonpublic schools who receive instruction in a public school on a part-time basis,

(C) Students receiving home instruction provided by certificated district staff,

(D) Kindergarten students receiving instruction from their parents, if the program offered is authorized by the local district board, meets the standards of the State Board of Education, is financed by local district funds, and provides

the parent with instruction from appropriately certificated personnel, or from teacher aides working under the supervision of such certificated personnel.

(b) The ADM of students enrolled under paragraphs (a)(A) and (B) of this section shall be computed by multiplying total hours of instruction given all students during the reporting period by .167 and dividing the product by 55 for the December 31 quarterly report and by 175 for the June 30 annual report;

(c) The ADM of students enrolled under paragraph (a)(C) of this section shall be computed by dividing total number of hours of home instruction given (not to exceed 5 hours per week for a single student) by 55 for the December 31 quarterly report and by 175 for the June 30 annual report;

(d) The ADM of students enrolled under paragraph (a)(D) of this section shall be computed by dividing the total hours of instruction given parents by district personnel by 55 for the December 31 quarterly report and by 175 for the June 30 annual report. The Department shall adjust the hours of instruction given reflecting the permissible percentage for kindergarten students as stated in statute;

(e) The computation of ADM for each part-time program listed shall yield subtotals for resident and nonresident students;

(f) The ADM of students enrolled in part-time programs shall be reported to the Department for the quarter ending December 31 and for the year ending June 30.

(7) Membership for nonresident students:

(a) The Department shall credit to the resident district the ADM of the following students who are attending a school or program which is not operated by the student's resident district:

(A) Students enrolled in an ESD operated or school district operated program for the trainable mentally retarded (ORS 430.760 to 430.820), or handicapped students covered by ORS 343.035 to 343.307,

(B) Dependent students covered under provisions of ORS 339.165 to 339.185,

(C) Students for whom the resident district pays tuition, inclusive of tuition payments to private schools as authorized by statute,

(D) Students whose tuition is paid by their parents.

(b) School districts, ESDs, and private schools operating programs for students covered under subsection (a) of this section shall report on forms provided by the Department:

(A) Enrollment, attendance, and membership on a quarterly basis to the Department, and

(B) Nonresident membership for the school year ending June 30 and the quarter ending December 31 to the resident districts for verification and subsequent submission to the Department.

(8) The Superintendent shall prescribe the applicable student accounting procedures for any programs or specific situations not covered by the provisions of this rule.

(9) The effective date of this rule is July 1, 1981.

Rule adopted January 16, 1981.

Resident Enrollment and Resident Average Daily Membership by County Lines

581-23-018 To provide a basis for budgeting purposes and for final distribution of the Common School Fund and the County Fund to the school districts, the following procedure shall be followed:

(1) Each school district with territory lying in more than one county (joint districts) shall report to the Oregon Department of Education the resident enrollment by county lines as of December 31 and June 30 of each year. Resident enrollment is defined as the sum of E1 + E2 + R3 + R5 (as defined in OAR 581-23-010) for pupils who are legal residents of the school district, regardless of where they may attend school. Such reports shall be due within 15 days after the close of the respective quarters.

(2) The Department of Education will then prorate by county the resident average daily membership (ADM — as defined in ORS 327.006) of the joint districts in the same proportion as the district's resident enrollment is prorated between counties.

(3) By March 15 the Department of Education will certify to each intermediate education district (IED) or county school district the December 31 report of resident ADM by county lines. These data are to be used for purposes of budgeting each district's share of estimated receipts from the Common School Fund and the County School Fund.

(4) By November 1, the Department of Education will certify to each IED or county school district the June 30 report of resident ADM by county lines. These data are to be used for purposes of final distribution to the districts of the Common School Fund and the County School Fund.

Stat. Auth.: ORS Ch. 326 & 327
Hist: 1 EB 234, f. & ef. 6-18-76

School Census

581-23-019 (1) By January 1 of each year, the Center for Population Research and Census certifies to the Oregon Department of Education and to the administrative office of each county an estimate of the population of each county between the ages of 4 and 20, as of October 25 of the previous year. This census is used as the basis for the apportionment of the distributable income account of the Common School Fund to the counties by the Division of State Lands, and also as the basis for determining the amount of the County School Fund mandated levy by the administrative office of each county.

(2) In order to satisfy statutory references to "school age children" or "school census", an estimated census for all common (unified and elementary) school districts shall be computed in the following manner:

(a) The Department of Education shall prorate the annual estimated school census of the state to each intermediate education district or county school district in the same proportion as each IED's or county school district's resident average daily membership (as defined in ORS 327.006) for the previous June 30 bears to the total resident average daily membership of the state. This census is certified by the Department of Education to each IED or county school district by January 31 of each year.

(b) Each IED or county school district shall then prorate this school census to the common school districts within its jurisdiction according to the plan approved by the Superintendent of Public Instruction prior to January 1, 1973. Such distribution is to be reported by the IED or county school district to the districts and the Department of Education by March 15 of each year. This district census is used only for satisfaction of the above mentioned statutory references, and is not used for the distribution of any funds.

Stat. Auth.: ORS Ch. 326 & 327
Hist: 1 EB 234, f. & ef. 6-18-76

Distribution of Common School Fund

581-23-020 [1 EB 134, f. 7-5-72, ef. 7-15-72
Repealed by 1 EB 234, f. & ef. 6-18-76]

Admission and Tuition Payments of Dependent Children

581-23-021 A student placed by a public or private, licensed child-caring agency in a facility authorized to care for seven or more such children is to be considered resident in the district in which the parents resided at the time the student became a ward. The child must be admitted to the schools of the district in which he has been placed and his education must be supported by a tuition payment to the attending district from the resident district. The tuition payment is due immediately upon receipt of billing and is computed by the Department of Education by multiplying the total days attendance of the individual child in the attending district times the quotient of statewide average current expenditure per resident average daily membership divided by the number of days taught in the attending district.

(1) The Children's Services Division will notify the Department of Education of the existence and creation of facilities for dependent children which are authorized to provide care for seven or more children.

(2) The attending district shall submit such reports as may be required by the Department of Education giving information on all students attending school in the district as a result of placement in a child-caring facility. The information submitted shall include the name of the student, name and number of the resident district, the pupil's home address, and the total days attendance during the year or projected total days attendance for the March 1 estimate.

(3) The Estimate of Attendance Report shall be submitted to the Department at the end of January of the school year for which billing is being made. For purposes of preparing the March 1 estimate, the attending district shall estimate the total days attendance by projecting days attendance from February 1 through the close of the school year, for those dependent children still attending in the district's schools at the end of January. For those dependent children being reported who have left the child-caring facility before January 31 of the school year, the attending district shall report the actual days attendance on the Estimate of Attendance Report.

(4) The final Report of Attendance shall be submitted to the Department by July 15 following the school year. Actual total days attendance shall be reported on all children for whom the attending district is claiming tuition. The final Report of Attendance shall be submitted to the Department by July 15 following the school year for which billing is being made.

(5) For purpose of the March 1 estimate, the child-caring facility shall submit to the Department, via the attending school district at the end of January, a Preliminary Certification Report showing the names of the students, name and number of the resident district, the pupil's home address, and the date on which the dependent child entered the facility and where applicable, the date on which the dependent child left the facility if he/she terminated residence at the facility before January 30 of the school year being reported. The Preliminary Certification Report from the facility shall be submitted to the Department by the attending district along with its Estimate of Attendance Report. For purposes of preparing the March 1 estimate, a notarized affidavit shall not be required from the facility.

(6) Following the close of the school year, the child-caring facility shall submit to the Department, via the attending school district, a Report of Certification of Dependent Students, showing the names of the students, name and number of the resident district, home address, date entering the facility and the date on which the child left the facility. The Report of Certification shall be notarized.

(7) The Department shall prepare the March 1 estimate of tuition payments for dependent childen and shall mail the computation forms to the resident school district. Following receipt of the Attendance Report and notarized Certification report from the child-caring facility on July 15 following the school year, the Department shall prepare and mail the final tuition billing forms to the resident school districts.

(8) The Department shall determine the amount of tuition due each attending district based upon the following formula: *State Average Current Expenditures Per Resident Average Daily Membership; Divided by Days Taught in Attending School District; Multiplied by Total Days Attendance of Dependent Children.*

(9) The Department shall submit a copy of the estimated and actual tuition computation form to each resident district.

(10) The resident school district shall remit payment directly to the attending district(s) upon receipt of the final billing.

(11) Where the resident district appeals its classification as "resident district" to the Department, the Department shall contact the Juvenile Department or Juvenile Court in the county in which the dependent child became a ward of the public agency and determine the parents' or legal guardian's residence at the time the child became a ward of the public agency. The address of the parents or guardian reported in the records of the County Juvenile Department or County Juvenile Court shall be used to determine the resident district for purposes of billing the tuition for dependent children. When a resident district is determined in this manner, the determination shall be final.

Stat. Auth.: ORS Ch. 339
Hist: 1 EB 186, f. 3-6-75, ef. 3-25-75; 1 EB 233, f. 6-11-76, ef. 6-18-76

Apportionment of County School Fund for Students in Special Education Program

581-23-025 (1) Administrators of special education programs to which support is contributed from the County School Fund shall submit to the Superintendent of Public Instruction by February 1 of each year the following two estimates:

(a) The resident average daily membership (ADMr) by county of pupils enrolled in the special programs listed in ORS 343.236, 343.261, 343.301, 343.305, and

(b) The operating costs of each such program.

(2) By March 1 of each year, the State Superintendent and his staff shall provide each IED having resident pupils in these programs with the estimated cost of educating them during the current year. This estimate shall constitute an obligation against the next year's County School Fund.

(3) By each July 15, final ADMr and expense data shall be submitted to the State Superintendent.

(4) In turn, by August 15 of each year, he and his staff shall certify in a billing to each such IED the final amount to be reimbursed. That amount shall be the lesser of:

(a) The actual cost during the prior school year of educating resident children in one or more of the special programs, or

(b) The average net operating expense per pupil for schools of the county two years prior, multiplied by the ADMr of students enrolled in these special programs.

(5) Upon receipt of the billing, the IED superintendent shall direct the county treasurer of his county to pay the total amount to the Superintendent of Public Instruction by December 15.

(6) The State Superintendent shall deposit all such receipts in the general fund of the State Treasury.

(7) The children covered by this procedure shall be enumerated in the average daily membership of the district providing the instruction but credit for days' attendance of such children shall not accrue to such school district for the purpose of distributing state school funds.

Stat. Auth.: ORS Ch. 343
Hist: 1 EB 134, f. 7-5-72, ef. 7-15-72; 1 EB 225, f. & ef. 6-4-76

BASIC SCHOOL SUPPORT FUND

327.005 [Repealed by 1957 c.612 §1 (327.006 enacted in lieu of 327.005)]

327.006 Definitions for ORS 327.006 to 327.133. As used in ORS 327.006 to 327.053, 327.059, 327.063 and 327.072 to 327.133:

(1) "Aggregate days membership" means the sum of days present and absent, according to the rules of the State Board of Education, of all resident pupils when school is actually in session during a certain period. The aggregate days membership of kindergarten pupils shall be calculated on the basis of a half-day program.

(2) "Average daily membership" means the aggregate days membership of a school during a certain period divided by the number of days the school was actually in session during the same period. However, if a district school board adopts a class schedule that operates throughout the year for all or any schools in the district, average daily membership shall be computed by the Department of Education so that the resulting average daily membership will not be higher or lower than if the board had not adopted such schedule....

CENSUS

332.575 Determination of school census by state and county offices. (1) The Superintendent of Public Instruction shall prorate the annual estimate of census as provided in ORS 327.410 and 327.420 in proportion as the resident average daily membership of each education service district or county school district bears to the total resident average daily membership of the state and certify such to the administrative officer of each education service district or county office.

(2) Subject to guidelines approved by the Superintendent of Public Instruction, the administrative officer of each education service district or county school officer shall apportion the census so certified to those common school districts reporting to the education service district or county school office. The estimated district census determined by this manner shall be deemed applicable to all statutory references to the term "census" or "school age child" in Oregon Revised Statutes. [1971 c.294 §9]

332.580 [Repealed by 1953 c.234 §2]

332.585 Determination of school census by school districts. The district school board may conduct a student census to determine the number of pupils between the ages of 4 and 20 resident therein. [1971 c.294 §8]

332.590 [Amended by 1957 c.198 §3; 1963 c.570 §1c; renumbered 332.725]

332.595 Determination of residency for school purposes. (1) Except as provided in subsection (3) or (4) of this section, children between the ages of 4 and 18 shall be considered resident for school purposes in the school district in which their parents, guardians or persons in parental relationship to them reside.

(2) Nonemancipated individuals between the ages of 4 and 18 living outside the geographic area of the school district for such reasons as attending college, military service, hospital confinement or employment away from home shall be considered resident in the district in which their parents, guardians or persons in parental relationship to them reside.

(3) Those individuals considered legally emancipated from their parents shall be considered resident in the district in which they actually reside, irrespective of the residence of their parents, guardians or persons in parental relationship.

(4) Wards of public or private agencies who are living in substitute care programs licensed, certified or approved for a maximum of six children, shall be considered resident in the school district in which they reside by placement of the public or private agency.

(5) Persons living temporarily in a school district for the primary purpose of attending a district school shall not be considered legally resident of the district in which they are living temporarily, but shall be considered resident in the district in which they, their parents, guardians or persons in parental relationship to them maintain residency.

(6) For the purposes of subsection (4) of this section, "substitute care program" means family foster care, family group home care, parole foster care, family shelter care, adolescent shelter care and professional group care. [1971 c.294 §10; 1973 c.827 §28; 1979 c.836 §4]

DEFINITION

339.005 Definition. As used in ORS 339.005 to 339.145, 339.410, 339.420 and 339.990, unless the context requires otherwise, "administrative office for the county" means the administrative office of the educa-

tion service district, of the county school district or of the administrative school district which includes an entire county. [1965 c.100 §273; 1973 c.728 §3]

COMPULSORY SCHOOL ATTENDANCE

339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. [Amended by 1965 c.100 §274]

339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. [Amended by 1965 c.100 §275; 1969 c.160 §1]

339.030 Exemptions from compulsory school attendance. In the following cases, children shall not be required to attend public full-time schools:

(1) Children between the ages of 16 and 18 years who are lawfully employed full time, who are lawfully employed part time and in school part time, who are attending a community college, or are engaged in activities equivalent to the preceding.

(2) Children being taught in a private or parochial school in the courses of study usually taught in grades 1 through 12 in the public schools and in attendance for a period equivalent to that required of children attending public schools.

(3) Children proving to the satisfaction of the district school board that they have acquired equivalent knowledge to that acquired in the courses of study taught in grades 1 through 12 in the public schools.

(4) Upon determination pursuant to criteria of the State Board of Education that a child is suffering from physical or mental illness or disease of such severity as to make his presence in a school facility or his travel to and from such facility impossible or dangerous to his health or the health of others, the public schools shall provide the child either home, hospital, institutional or other regularly scheduled and suitable instruction meeting standards of the State Board of Education unless such child is receiving suitable instruction in a state or regional facility or institution.

(5) Children between the ages of 7 and 10 years whose parents live more than one and one-half miles, and children over 10 years of age whose parents live more than three miles, by the nearest traveled road, from some public school and for whom the school district does not provide transportation over the distances specified in this subsection.

(6) Children being taught for a period equivalent to that required of children attending public schools by a parent or private teacher the courses of study usually taught in grades 1 through 12 in the public school.

(a) Before the children are taught by a parent or private teacher, the parent or teacher must receive written permission from the executive officer of the resident school district. The permission shall not extend beyond the end of the school year in which permission is granted. If permission is not granted, the person having legal custody of the children may appeal the decision to the school board of the resident district.

(b) Children being taught by a parent or private teacher must be examined in the work covered. Such examinations shall be prepared by the State Board of Education and provided to school districts upon request. If the executive officer of the administrative office determines after examination that the children are not being taught properly, he shall order the person having control of the children to send them to school for the remainder of the school year.

(7) Children excused by the district school board of the district in which the children reside. The district school board has authority to excuse a child from compulsory attendance if the child has completed the first eight grades.

(8) Children excluded from attendance as provided by law.

(9) Children between the ages of 16 and 18 years who have the mutual consent of the school administration and the parent or other individual having custody or legal guardianship over a child. [Amended by 1965 c.100 §276; 1967 c.67 §8; 1971 c.494 §1; 1973 c.728 §1]

339.040 Attendance supervisors; appointment; compensation. (1) The executive officer of the administrative office for the county shall appoint one person to act as the

attendance supervisor for school districts having a school census of less than 1,000 children in the county. The attendance supervisor shall perform his duties under the direction of the administrative office for the county. The attendance supervisor shall receive as compensation for services a sum fixed by the governing body of the county and allowed and paid in the same manner as the salaries of county officers are paid.

(2) District school boards of districts having a school census of 1,000 or more children, according to the latest school census, shall appoint attendance supervisors and fix and pay their compensation.

(3) The administrative office for the county, upon written application from the district school board in any school district having a school census of more than 200 and less than 1,000 children, according to the latest school census, shall grant such district permission to appoint attendance supervisors and fix their compensation and pay.

(4) For purposes of the appointment and duties of attendance supervisors, the territory in a joint school district shall be considered part of the county in which the administrative office of the joint district is located. [Amended by 1965 c.100 §277]

339.050 [Amended by 1965 c.100 §278; repealed by 1965 c.136 §1]

339.055 Duties of attendance supervisors. The attendance supervisor when notified of a truancy or unexcused absence shall investigate the truancy or nonattendance at school. If the child is not exempt from compulsory school attendance, the attendance supervisor shall proceed as provided in ORS 339.080 and 339.090. [Formerly 339.100]

339.060 [Repealed by 1965 c.100 §456]

339.065 Estimates of attendance; irregular attendance; excused absences. (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.145, 339.410, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

(2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

(3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends. [1965 c.100 §281; 1973 c.728 §4]

339.070 [Repealed by 1963 c.544 §52]

339.080 Nonattendance notice to parents and school officials. (1) Except as provided in ORS 339.030, in case any parent or other person in parental relation fails to send any child under his control to the public school, the attendance supervisor, within 24 hours after notification from the proper authority of the failure, shall give formal written notice in person or by registered or certified mail to the parent or other person. The notice shall state that the child must appear at the public school on the next school day following the receipt of the notice. The notice shall inform the parent or other person that regular attendance at school must be maintained during the remainder of the school year.

(2) At the same time notice is given to the parent or other person, the attendance supervisor shall notify the city superintendent or principal, as suitable, of the fact of the notice. The superintendent or principal shall notify the attendance supervisor of any failure on the part of the parent or other person to comply with the notice. [Amended by 1965 c.100 §282]

339.090 Determination of compliance with notice. The attendance supervisor shall determine whether the parent or other person given written notice of attendance requirements has complied with the notice. If he determines that the parent or other person has failed to comply, the attendance supervisor, within three days after having knowledge of such failure or after being notified thereof, shall make a complaint alleging the parent or other person's refusal or neglect to send the child to school. The complaint shall be made before a court having jurisdiction over misdemeanors committed within the county in which the parent or other person resides. The judge shall issue a warrant upon the complaint and shall proceed to hear and determine the matters alleged in the complaint in the same manner he hears and determines

other cases under his jurisdiction. [Amended by 1965 c.100 §283]

339.100 [Amended by 1963 c.544 §47; 1965 c.100 §279; renumbered 339.055]

339.110 [Repealed by 1965 c.100 §456]

ADMISSION OF PUPILS; TUITION AND FEES

339.115 Admission of pupils; waiver. (1) Except as provided in ORS 336.165 authorizing tuition for courses not part of the regular school program, the district school board shall admit free of charge to the schools of the district all persons between the ages of 6 and 21 residing therein. However, a district school board may admit other nonresident persons, determine who is not a resident of the district and may fix rates of tuition for nonresidents.

(2) A child entering school for the first time during the fall term shall be considered to be six years of age if his sixth birthday occurs on or before November 15. A child entering school for the first time in a midwinter term, if the school has a beginning first-year class in midwinter, shall be considered to be six years of age if his sixth birthday occurs on or before March 15. However, nothing in this section prevents a district school board from admitting free of charge a child who is an educationally able and gifted child, as defined in ORS 343.395, entering school for the first time who has not attained the sixth birthday but who is a resident of the district.

(3) District school boards may provide, by rule, that a resident child eligible to enter a beginning first-year class at the opening of the fall term or midwinter term, but who does not enter within the first four weeks of such term shall be ineligible to enter school for the remainder of the school year or until another beginning first-year class is organized during that school year. A district school board may waive the requirements of this subsection for disadvantaged children as defined by ORS 343.650. [1965 c.100 §285; 1971 c.410 §1; 1977 c.463 §1]

339.120 [Amended by 1957 c.198 §5; repealed by 1965 c.100 §456]

339.125 Admission of nonresident pupils; costs. (1) The district school board may contract with the district school board of any other district for the admission of pupils in schools of the other district. The contract shall be in writing upon forms furnished by the Department of Education. Expense incurred shall be paid out of the school funds of the district sending such pupils. If the district sending the pupils fails to pay the expense so incurred according to the terms of the contract, the administrative office for the county containing such school district, after satisfactory proof of such failure, shall deduct the amount of the unpaid expense from the amount due the school district at the next regular apportionment. The treasurer shall pay the amount of the reduced apportionment out of the county school fund.

(2) In case the school district sending the pupils is a joint district, jurisdiction shall be exercised by the administrative office for the county in which the most populous part of such district is situated, according to the latest school census. The office's action in the matter is final. [1965 c.100 §286]

339.130 [Amended by 1957 c.198 §6; repealed by 1965 c.100 §456]

339.135 Admission of children living in area under exclusive jurisdiction of Federal Government; effect on distribution of funds; reimbursement. (1) As used in this section, "exclusive jurisdiction" means exclusive legislative jurisdiction as described in Article I, section 8 of the Constitution of the United States.

(2) Children of school age who are living in any area within which the United States Government has exclusive jurisdiction shall be admitted free of charge at adjacent public schools. They may be placed on the school census of the school district in which they attend school. Credit for days' attendance of such children shall accrue to the school attended for the purpose of distributing state school funds.

(3) No more than the difference between the actual per pupil cost of tuition and reasonable costs of transportation per pupil where transportation is furnished by the school district, and the average receipts of the school district per pupil from county, state and federal sources other than the local district tax shall be paid by the state from funds specifically appropriated for the program under this section.

(4) If the amount appropriated for a fiscal year for the program under this section is insufficient to provide full apportionments as provided in subsection (3) of this section, the amount available shall be distributed on a pro rata basis to the claiming districts. [1965 c.100 §287; 1967 c.507 §6]

339.140 [Repealed by 1965 c.100 §456]

ADMISSION OF DEPENDENT CHILDREN

339.165 Definitions for ORS 339.165 to 339.185. As used in ORS 339.165 to 339.185, unless the context requires otherwise:

(1) "Attending district" means the school district in which the dependent child attends school.

(2) "Dependent child" means a child who is in any facility which is authorized to provide care for seven or more children through placement by a public agency or by a private, licensed child-caring agency.

(3) "Resident district" means the school district in which the parents or legal guardian, if any, of the dependent child resided at the time the child became a ward of the public agency. If the dependent child has no parents or legal guardian, or none can be located, the child shall be considered to be resident of the district in which he resided at the time he became a dependent child. [1971 c.402 §1; 1973 c.327 §1]

339.170 [Repealed by 1965 c.100 §456]

339.175 Consultation with school board before establishing, expanding or changing facility for dependent children. Prior to establishing or expanding a facility for dependent children or changing the type of educational services provided or the category of dependent children being served by the facility in any school district, the authorities of the public or private agency creating or altering such a facility shall confer with the board of directors of any substantially affected district to determine the impact of the additional children and services upon the facilities and program of the district. [1971 c.402 §2; 1979 c.836 §7]

339.180 [Repealed by 1965 c.100 §456]

339.185 Admission of dependent children to school or other program where placed; tuition due from resident district; computation of tuition. (1) A dependent child, as defined in ORS 339.165, must be admitted to the public schools of the district in which the child has been placed by the public or private, licensed child-caring agency.

(2) Except as provided in ORS 343.960 to 343.980, the school district shall provide or cause to be provided appropriate education to dependent children, including the identification and evaluation of such children for purposes of determining their eligibility as handicapped children to receive special education services enumerated in subsection (3) of ORS 343.035 and subsection (2) of ORS 343.650. The education may be provided by the school district or by contract with an adjacent school district, an education service district, a private education agency, a community college, higher education programs or, if the program meets the criteria established under ORS 343.045, any other appropriate program. The instruction may be given in the facilities of such districts or in facilities provided by the education agency or the child-caring agency in which the child resides.

(3) The attending district shall notify the Department of Education as to the number of days of attendance by each child of a resident district by July 15 following the school year. The notification shall be accompanied by a signed affidavit from the agency having legal custody of the child or children, stating the period of time the child has lived in the district providing the educational service.

(4) The department shall compute the costs and shall submit a bill for tuition payment to the resident district. The resident district shall remit payment directly to the attending district upon receipt of the tuition billing.

(5) The attending district shall supply the names of dependent children to the department by March 1 of the year for which billing is to be made. The department shall supply the names of the dependent children to the superintendent of the resident district which is billed for tuition for the dependent children. To maintain confidentiality of the records, the department shall supply the names of the dependent children separate from the billing therefor.

(6) The resident district may appeal its classification as "resident district" to the Superintendent of Public Instruction. The superintendent shall determine the residency of the dependent children in question and his decision is final and not subject to appeal.

(7) The Superintendent of Public Instruction shall determine the amount of tuition based upon the average current expenditure per resident average daily membership state wide. The figure so determined shall be divided by the number of days taught in the attending district submitting the tuition notification. This figure multiplied by the total days' attendance of the individual child in the attending district shall represent the tuition

charge to the resident district. [1971 c.402 §3; 1973 c.327 §2; 1979 c.836 §1]

339.190 [Repealed by 1965 c.100 §456]

339.200 [Repealed by 1965 c.100 §456]

339.253 Enrollment in alternate program; costs. (1) If it is determined pursuant to subsection (5) of ORS 339.250 by the district school board, in consultation with the pupil's parents or legal guardian, that a pupil can benefit substantially from a specific alternate program of instruction that is not available in the district schools, the parents or legal guardian may enroll the pupil in that specified privately operated alternate program of instruction in this state which is registered with the Department of Education. If the child is determined to be eligible for special education under ORS 343.221 to 343.307, the program must be approved by the Department of Education prior to the placement of the pupil in the program. The pupil enrolled pursuant to this subsection shall be considered enrolled in the schools of the district for purposes of the distribution of the Basic School Support Fund.

(2) The alternate program in which the pupil enrolls shall notify the school district in which the pupil or the pupil's parents or legal guardian, if any, resided at the time the pupil enrolled of the child's enrollment and may bill the school district for tuition. The billing may be made annually or at the end of each term or semester of the alternate program. The school district shall pay at least an amount equivalent to the district's receipts from the Basic School Support Fund for the pupil. The reimbursement paid to an alternate program is not intended to displace funds or services which a program may already receive from the school district for the education of such pupils. The alternate program will be accountable for the expenditures of all basic school and other local school support funds, providing the school district with an annual statement of such expenditures. [1979 c.739 §2]

339.255 Effect of failure to propose alternative programs. (1) The Superintendent of Public Instruction shall find a school district to be deficient within the meaning of ORS 327.103 if the district fails to cause the proposal of alternative programs to be made under subsection (5) or (6) of ORS 339.250.

(2) The failure to cause the proposal of alternative programs shall not be grounds for a civil action against the school district. [1979 c.836 §3]

STUDENT PERSONNEL ACCOUNTING REPORT

OREGON DEPARTMENT OF EDUCATION, SALEM, OREGON 97310

			COVERED			☐ 1st QTR. ☐ 2nd QTR. ☐ 3rd QTR. ☐ 4th QTR. ☐ ANNUAL

I. ENROLLMENT — REGULAR SESSION

GRADE	SUMMARY OF ENROLLMENT (CUMULATIVE) E_1	E_2	R_3	R_5	$R_1R_2R_4$	W	STUDENTS* REMAINING	TOTAL DAYS MEMBERSHIP FOR REPORTING PERIOD
KG								
1								
2								
3								
4								
5								
6								
7								
8								
UNCL (1-8)								
9								
10								
11								
12								
UNCL (9-12)								
TOTAL								

*"STUDENTS REMAINING" IS NOT TO BE USED AS BEGINNING ENROLLMENT FOR THE NEXT QUARTER.

THIS SUMMARY SHEET SHOULD BE PREPARED IN QUADRUPLICATE BY EACH BUILDING PRINCIPAL AT THE END OF EACH QUARTER. IF THE REGISTER IS NOT CENTRALLY KEPT IN THE BUILDING, THEN EACH TEACHER KEEPING A REGISTER SHOULD COMPLETE SECTIONS I AND III OF THE SUMMARY SHEET AND FORWARD A COPY TO THE BUILDING PRINCIPAL FOR COMPILATION. ONE COPY SHOULD BE RETAINED IN THE REGISTER AND THE REMAINING THREE SENT TO THE DISTRICT OFFICE. THE DISTRICT OFFICE WILL FORWARD TWO TO THE ESD SUPERINTENDENT, WHO WILL FORWARD ONE TO THE OREGON DEPARTMENT OF EDUCATION.

Form 581-3200 (rev. 2/81)

II. DAYS IN SESSION (SEE INSTRUCTIONS ON REVERSE)

ITEM	DAYS
NO. OF DAYS IN SESSION	

IV. LENGTH OF SCHOOL YEAR (1st QUARTER ONLY)

ITEM	DAYS
1. NO. OF DAYS TO BE TAUGHT DURING YEAR	
2. OPENING DAY OF SCHOOL	
3. SCHEDULED CLOSING DAY OF SCHOOL	

V. HIGH SCHOOL GRADUATES

(ANNUALLY — ACTUAL)

1. MALES	
2. FEMALES	

III. SUMMARY OF ATTENDANCE IN REGULAR SESSION

	ITEM	RESIDENT STUDENTS	NON-RESIDENT STUDENTS	ATTENDING STUDENTS
1. KINDERGARTEN	TOTAL DAYS PRESENT			
	TOTAL DAYS ABSENT			
	TOTAL DAYS MEMBERSHIP			
2. GRADES 1-8	TOTAL DAYS PRESENT			
	TOTAL DAYS ABSENT			
	TOTAL DAYS MEMBERSHIP			
3. GRADES 9-12	TOTAL DAYS PRESENT			
	TOTAL DAYS ABSENT			
	TOTAL DAYS MEMBERSHIP			

INSTRUCTIONS:

This report is due in the Oregon Department of Education 10 days after the end of each quarter and the end of the school year.

Before completing this report, please refer to the *Oregon Student Accounting Manual*, dated February 1981.

SECTION I. Enrollment is to be cumulative. For example, the 2nd quarter report should include the enrollment data for the 1st and 2nd quarters.

Students Remaining must not be used as beginning enrollment on the succeeding report period.

A student is present or absent (is counted in membership) from the day of enrollment to the day of withdrawal. A student whose withdrawal status is known or can be determined within ten days shall be marked as a withdrawal on the school day following the last day of actual attendance. If a student's withdrawal status cannot be determined, the student may be carried as absent for a maximum of ten consecutive days and shall be withdrawn on the eleventh consecutive school day.

Total Days Membership for the reporting period (Section I, Item 133) must equal the grand total days membership for attending students in Section III. Total days membership is *not* cumulative on the quarterly reports. It should be reported only for the period concerned.

SECTION II. A day in session means a scheduled day of instruction during which students are under the guidance and direction of teachers. These are the only days on which membership can be counted.

SECTION III. In this section, the total days present, total days absent, and total days membership by level (Kg., 1-8, and 9-12) must be reported for resident students, nonresident students, and attending students. Attending Students is the total of resident and nonresident students.

SECTION IV. This item is to be completed at the end of the 1st quarter only. The total days your school is scheduled to be in session should be reported in item 1. The date on which your school opened should be entered in item 2, and the scheduled closing date for the year should be entered in item 3.

The Opening Day of School is the first day of the school year on which the teacher and students are in a teaching-learning situation.

SECTION V. This item *must* be completed on the annual report by each high school with a 12th grade. The number of high school graduates, divided between male and female, should reflect the total number of actual graduates during the year.

OREGON DEPARTMENT OF EDUCATION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

MANAGEMENT SERVICES DIVISION
SCHOOL FINANCE & DATA INFORMATION SERVICES

RESIDENT ADM IN PART-TIME AND SPECIAL PROGRAMS

☐ FOR QUARTER ENDING DECEMBER 31, 19__
☐ FOR YEAR ENDING JUNE 30, 19__

COUNTY _____ DIST.NAME & NO._____

SECTION I.

TYPE OF PROGRAM	HOURS OF INSTRUCTION		MEMBERSHIP		EQUIVALENT ADM		
	1-8	9-12	1-8	9-12	1-8	9-12	TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
CONTINUATION SCHOOL							
SHARED TIME							

COL. 2 & 3: ENTER THE TOTAL HOURS OF INSTRUCTION RECEIVED BY ALL STUDENTS.
COL. 4 & 5: MULTIPLY INSTRUCTIONAL HOURS BY .167
COL. 6 & 7: DIVIDE MEMBERSHIP (COLUMNS 4 & 5) BY 55 FOR THE QUARTER ENDING DECEMBER 31 AND BY 175 FOR THE YEAR ENDING JUNE 30.

SECTION II.

TYPE OF PROGRAM	HOURS OF INSTRUCTION		EQUIVALENT ADM		
	1-8	9-12	1-8	9-12	TOTAL
(1)	(2)	(3)	(4)	(5)	(6)
HOME INSTRUCTION					

COL. 2 & 3: ENTER THE TOTAL HOURS OF INSTRUCTION RECEIVED BY ALL STUDENTS. HOWEVER, NOT MORE THAN FIVE HOURS PER WEEK MAY BE COUNTED FOR ANY STUDENT.
COL. 4 & 5: DIVIDE HOURS OF INSTRUCTION (COLUMNS 2 & 3) BY 55 FOR THE QUARTER ENDING DECEMBER 31 AND BY 175 FOR THE YEAR ENDING JUNE 30.

SECTION III.

TYPE OF PROGRAM	HOURS OF INSTRUCTION KG.	EQUIV.ADM KG.	FOR USE BY O.D.E.
(1)	(2)	(3)	(4)
KINDERGARTEN INST. FROM PARENTS			

COLUMN 2: ENTER THE TOTAL HOURS OF INSTRUCTION GIVEN PARENTS BY INSTRUCTIONAL PERSONNEL.
COLUMN 3: DIVIDE HOURS OF INSTRUCTION (COLUMN 2) BY 55 FOR THE QUARTER ENDING DECEMBER 31 AND BY 175 FOR THE YEAR ENDING JUNE 30.

I HEREBY CERTIFY THAT THIS REPORT IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

_____ _____ _____
SIGNATURE TITLE DATE

FORM 581-3201 (REV.3/81)

THIS REPORT IS DUE IN THE OREGON DEPARTMENT OF EDUCATION 10 DAYS AFTER THE END OF THE SECOND QUARTER AND THE END OF THE SCHOOL YEAR.

COMPLETE 3 COPIES OF THIS FORM. RETAIN ONE COPY AND FORWARD TWO TO THE ESD. THE ESD WILL FORWARD ONE COPY TO THE DEPARTMENT OF EDUCATION.

DO NOT INCLUDE THIS MEMBERSHIP ON FORM 581-3200.

TYPE OF PROGRAM DEFINITIONS:

CONTINUATION SCHOOL:	STUDENTS THROUGH THE AGE OF 20 IN CONTINUATION EVENING SCHOOLS UNDER PROVISIONS OF ORS 336.125, 336.135, 339.250, 339.253
SHARED TIME:	STUDENTS ENROLLED IN NONPUBLIC SCHOOLS WHO RECEIVE INSTRUCTION IN A PUBLIC SCHOOL ON A PART-TIME BASIS
HOME INSTRUCTION:	STUDENTS RECEIVING HOME INSTRUCTION PROVIDED BY CERTIFICATED DISTRICT STAFF
KINDERGARTEN:	KINDERGARTEN STUDENTS RECEIVING INSTRUCTION FROM THEIR PARENTS, IF THE PROGRAM OFFERED IS AUTHORIZED BY THE LOCAL DISTRICT BOARD, MEETS THE STANDARDS OF THE STATE BOARD OF EDUCATION, IS FINANCED BY LOCAL DISTRICT FUNDS, AND PROVIDES THE PARENT WITH INSTRUCTION FROM APPROPRIATELY CERTIFICATED PERSONNEL, OR FROM TEACHER AIDES WORKING UNDER THE SUPERVISION OF SUCH CERTIFICATED PERSONNEL.

REPORT NON-RESIDENT STUDENTS ON A SEPARATE FORM AND INCLUDES THE NAME AND NUMBER OF THE RESIDENT DISTRICT.

IF YOU HAVE QUESTIONS REGARDING THE COMPLETION OF THIS FORM, PLEASE CALL 378-3631.

OREGON [illegible]ARTMENT OF EDUCATION
700 PRINCE PARKWAY SE
SALEM, OREGON 97310

BASIC SCHOOL SUPPORT FUND REPORT OF

☐ FOR QUARTER ENDING DECEMB
☐ FOR YEAR ENDING JUNE 30,

ATTENDING IN
DIST. NAME & NO. _____ RE
DI
COUNTY

SECTION I. STUDENTS FOR WHOM THE RESIDENT DISTRICT PAYS TUITION

NAME OF SCHOOL ATTENDED	DAYS IN SESSION	TOTAL DAYS MEMBERSH KG	1-8
(1)	(2)	(3)	(4)
TOTALS			

SECTION II. STUDENTS ATTENDING UNDER PROVISION OF ORS339.165-339.

NAME OF SCHOOL ATTENDED	DAYS IN SESSION	TOTAL DAYS MEMBERSH KG	1-8
(1)	(2)	(3)	(4)
TOTALS			

SECTION III.STUDENTS FOR WHOM THE RESIDENT DISTRICT DOES NOT PAY

NAME OF SCHOOL ATTENDED	DAYS IN SESSION	TOTAL DAYS MEMBERSH KG	1-8
(1)	(2)	(3)	(4)
TOTALS			

THIS REPORT IS DUE 10 DAYS AFTER THE END OF THE SECO

BEFORE COMPLETING THIS REPORT, PLEASE REFER TO THE O
AND CAREFULLY READ THE INSTRUCTIONS ON THE REVERSE S

I CERTIFY THAT THE ABOVE REPORT IS TRUE, CORRECT, AND COMPLETE TO

_____ _____
SIGNATURE FOR ATTENDING DISTRICT SIGN

FORM 581-3202 (REV.3/81)

EPORT OF NON-RESIDENT STUDENTS

NG DECEMBER 31, 19__
JUNE 30, 19__

RESIDENT IN
DIST. NAME & NO._____

COUNTY

TUITION OR WHO ATTEND ESD-FINANCED PROGRAMS

MEMBERSHIP		AVERAGE DAILY MEMBERSHIP			
1-8	9-12	KG (3)x(2)	1-8 (4)x(2)	9-12 (5)x(2)	TOTAL (6)+(7)+(8)
(4)	(5)	(6)	(7)	(8)	(9)

.165-339.185 (DEPENDENT CHILDREN FROM CHILD-CARING AGENCIES)

MEMBERSHIP		AVERAGE DAILY MEMBERSHIP			
1-8	9-12	KG (3)x(2)	1-8 (4)x(2)	9-12 (5)x(2)	TOTAL (6)+(7)+(8)
(4)	(5)	(6)	(7)	(8)	(9)

NOT PAY TUITION

MEMBERSHIP		AVERAGE DAILY MEMBERSHIP			
1-8	9-12	KG (3)x(2)	1-8 (4)x(2)	9-12 (5)x(2)	TOTAL (6)+(7)+(8)
(4)	(5)	(6)	(7)	(8)	(9)

THE SECOND QUARTER AND THE END OF THE YEAR.

TO THE OREGON STUDENT ACCOUNTING MANUAL, DATED FEBRUARY 1981,
REVERSE SIDE OF THIS FORM.
MPLETE TO THE BEST OF MY KNOWLEDGE.

_____
SIGNATURE FOR RESIDENT DISTRICT

INSTRUCTIONS FOR ATTENDING DISTRICT:

1. INDICATE THE REPORTING PERIOD (EITHER THE 2ND QUARTER ENDING DECEMBER 31 OR THE YEAR ENDING JUNE 30). IF THE REPORT COVERS THE 2ND QUARTER, REPORT DATA FOR THE PERIOD OCTOBER 1 THROUGH DECEMBER 31; DO NOT INCLUDE THE 1ST QUARTER. FOR THE YEAR END REPORT, INCLUDE DATA FOR ALL FOUR QUARTERS.

2. SECTION I: COMPLETE A SEPARATE REPORT FOR EACH DISTRICT WHICH HAD STUDENTS ATTENDING YOUR DISTRICT IF:

   A) THE RESIDENT DISTRICT PAYS TUITION, OR
   B) THE STUDENTS ARE ATTENDING AN ESD-FINANCED PROGRAM.

   TUITION MAY INCLUDE PAYMENT IN DOLLARS OR OTHER IDENTIFIABLE MEANS. FOR EXAMPLE: EXCHANGE OF STUDENTS (EITHER ONE FOR ONE OR OTHER MUTUALLY AGREED UPON ARRANGEMENT) OR BY PROVISION OF SERVICES.

   SECTION II: COMPLETE A SEPARATE REPORT FOR EACH DISTRICT THAT WILL BE BILLED FOR STUDENTS ATTENDING YOUR DISTRICT UNDER PROVISION OF ORS 339.165 THROUGH 339.185. PLEASE NOTE THAT THIS REPORT REQUESTS TOTAL DAYS MEMBERSHIP RATHER THAN TOTAL DAYS ATTENDANCE AS REPORTED ON THE BILLING FORM.

   SECTION III: COMPLETE A SEPARATE REPORT FOR EACH DISTRICT WHICH HAD STUDENTS ATTENDING YOUR DISTRICT FOR WHOM THE RESIDENT DISTRICT DOES NOT PAY TUITION.

3. IN THE INTEREST OF EXPEDITING THE PROCESSING OF THIS FORM, YOU MAY WISH TO ATTACH TO EACH REPORT A LISTING OF THE NAMES OF THE STUDENTS FOR WHOM THE DATA APPLY. THIS WILL ENABLE THE RESIDENT DISTRICT TO VERIFY MORE QUICKLY THE RESIDENCY OF EACH STUDENT. A SAMPLE FORMAT IS ATTACHED FOR YOUR USE IF YOU WISH.

4. SIGN EACH FORM BEFORE FORWARDING.

   SEND ONE COPY OF EACH FORM TO THE DEPARTMENT OF EDUCATION.

   SEND TWO COPIES TO THE RESIDENT DISTRICT FROM WHICH THE STUDENT(S) COME.

   SEND ONE COPY TO THE ESD OF THE COUNTY FROM WHICH THE STUDENT(S) COME.

   RETAIN ONE COPY FOR YOUR FILES.

   IF THE STUDENTS RESIDE IN A DISTRICT REPORTING IN ANOTHER COUNTY, SEND ONE COPY TO YOUR ESD.

INSTRUCTIONS FOR THE RESIDENT DISTRICT:

EXAMINE THE REPORT IN VIEW OF YOUR UNDERSTANDING OF THE SITUATION. IF CORRECT, SIGN THE FORM AND FORWARD ONE COPY TO THE ESD OF YOUR COUNTY. IF NOT CORRECT, RETURN TO THE ATTENDING DISTRICT WITH AN EXPLANATION OF THE INCORRECT DATA.

INSTRUCTIONS FOR ESD SUPERINTENDENT:

USE THE COPY SENT BY THE ATTENDING DISTRICT AS A GUIDE FOR CHECKING ON THE COMPLETED COPY TO BE RECEIVED FROM THE RESIDENT DISTRICT. PLEASE FORWARD TO THE DEPARTMENT OF EDUCATION ONE COPY OF EACH FORM AS CERTIFIED BY BOTH DISTRICTS.

IF YOU HAVE ANY QUESTIONS REGARDING THE COMPLETION OF THIS FORM, PLEASE CALL 378-3631.

NAMES OF NON-RESIDENT STUDENTS

SECTION I. STUDENTS FOR WHOM THE RESIDENT DISTRICT PAYS TUITION OR WHO ATTEND ESD-FINANCED PROGRAMS

SECTION II. STUDENTS ATTENDING AS DEPENDENTS FROM A CHILD-CARING AGENCY

SECTION III. STUDENTS FOR WHOM THE RESIDENT DISTRICT DOES NOT PAY TUITION

OREGON DEPARTMENT OF EDUCATION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

MANAGEMENT SERVICES DIVISION
SCHOOL FINANCE & DATA INFORMATION SERVICES

DISTRICT REPORT OF RESIDENT ENROLLMENT BY COUNTY LINES

FOR QUARTER ENDING DECEMBER 31, 19__

SEND TWO COPIES TO THE ESD SUPERINTENDENT WHO WILL FORWARD ONE TO OUR OFFICE NO LATER THAN JANUARY 15.

DISTRICT NAME_____ NO._____

ESD TO WHICH DISTRICT REPORTS_____

INSTRUCTIONS:

REPORT RESIDENT ENROLLMENT (E1+E2+R3+R5) OF STUDENTS (K-12) WHO ARE LEGAL RESIDENTS OF YOUR DISTRICT AS OF DECEMBER 31, ACCORDING TO THE COUNTY OF LEGAL RESIDENCY FOR EACH CHILD.

DO NOT INCLUDE:
1. STUDENTS WHO ARE RESIDENTS OF ANOTHER DISTRICTS AND WHO ATTEND YOUR DISTRICT'S SCHOOLS ON A TUITION OR TRADE BASIS.
2. STUDENTS ATTENDING PRIVATE SCHOOLS.
3. STUDENTS ATTENDING SCHOOLS IN ANOTHER DISTRICT.

THIS REPORT MUST BE FILED BY EVERY DISTRICT WITH TERRITORY LYING IN TWO OR MORE COUNTIES, WHETHER OR NOT THERE ARE CHILDREN RESIDING IN EACH PORTION OF TERRITORY.

		DECEMBER 31 RESIDENT ENROLLMENT
DISTRICT NO. _____	COUNTY_____	(A) _____
DISTRICT NO. _____	COUNTY_____	(B) _____
DISTRICT NO. _____	COUNTY_____	(C) _____
	TOTAL	_____ (A+B+C)

CERTIFICATION:

I CERTIFY THAT THE ABOVE REPORT IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____

TITLE_____

DATE_____ PHONE_____

FORM 581-3203 (3/81)

OREGON DEPARTMENT OF EDUCATION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

MANAGEMENT SERVICES DIVISION
SCHOOL FINANCE & DATA INFORMATION SERVICES

DISTRICT REPORT OF RESIDENT ENROLLMENT BY COUNTY LINES

FOR YEAR ENDING JUNE 30, 19__

SEND TWO COPIES TO THE ESD SUPERINTENDENT WHO WILL FORWARD ONE TO OUR OFFICE NO LATER THAN JULY 15.

DISTRICT NAME _____ NO._____

ESD TO WHICH DISTRICT REPORTS _____

INSTRUCTIONS:

REPORT RESIDENT ENROLLMENT (E1+E2+R3+R5) OF STUDENTS (K-12) WHO ARE LEGAL RESIDENTS OF YOUR DISTRICT AS OF JUNE 30, ACCORDING TO THE COUNTY OF LEGAL RESIDENCY FOR EACH CHILD.

DO NOT INCLUDE:
1. STUDENTS WHO ARE RESIDENTS OF ANOTHER DISTRICT AND WHO ATTEND YOUR DISTRICT'S SCHOOLS ON A TUITION OR TRADE BASIS.
2. STUDENTS ATTENDING PRIVATE SCHOOLS.
3. STUDENTS ATTENDING SCHOOLS IN ANOTHER DISTRICT.

THIS REPORT MUST BE FILED BY EVERY DISTRICT WITH TERRITORY LYING IN TWO OR MORE COUNTIES, WHETHER OR NOT THERE ARE CHILDREN RESIDING IN EACH PORTION OF TERRITORY.

		JUNE 30 RESIDENT ENROLLMENT
DISTRICT NO. _____	COUNTY_____ (A)	_____
DISTRICT NO. _____	COUNTY_____ (B)	_____
DISTRICT NO. _____	COUNTY_____ (C)	_____
	TOTAL (A+B+C)	_____

CERTIFICATION:

I CERTIFY THAT THE ABOVE REPORT IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____

TITLE _____

DATE _____ PHONE_____

FORM 581-3205 (3/81)

OREGON DEPARTMENT OF EDUCATION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

MANAGEMENT SERVICES DIVISION
SCHOOL FINANCE & DATA INFORMATION SERVICES

BASIC SCHOOL SUPPORT FUND REPORT OF COMMUNITY COLLEGE INSTRUCTION

☐ FOR QUARTER ENDING DECEMBER 31, 19__
☐ FOR YEAR ENDING JUNE 30, 19__

ATTENDING IN: DIST. NAME AND NO._____ COUNTY/ ESD_____

ENROLLED IN: COMMUNITY COLLEGE NAME_____

COURSE TITLE(S): _____

NAME AND NUMBER OF RESIDENT DISTRICT	NO. OF STUDENTS	NO. OF COMM. COLLEGE INSTRUCTIONAL HOURS	FOR USE BY THE OREGON DEPARTMENT OF EDUCATION

CERTIFICATION BY ATTENDING DISTRICT AND COMMUNITY COLLEGE:

I CERTIFY THAT THE ABOVE REPORT IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

_____ _____
SIGNATURE FOR ATTENDING DISTRICT DATE

_____ _____
SIGNATURE FOR COMMUNITY COLLEGE DATE

FORM 581-3207 (3/81)

THIS REPORT IS DUE 10 DAYS AFTER THE END OF THE SECOND QUARTER AND THE END OF THE YEAR.

OREGON ADMINISTRATIVE RULE 581-23-006 PROVIDES THAT THE ATTENDING SCHOOL DISTRICT MUST REPORT STUDENTS ENROLLED IN DUAL-CREDIT COURSES MUTUALLY AGREED UPON BETWEEN A LOCAL SCHOOL DISTRICT AND A COMMUNITY COLLEGE IF THE COMMUNITY COLLEGE WILL CLAIM REIMBURSEMENT FROM THE COMMUNITY COLLEGE OPERATING FUND.

THE REPORT SHALL BE PREPARED BY THE LOCAL DISTRICT AND VERIFIED BY THE COMMUNITY COLLEGE PRIOR TO SUBMISSION TO THE DEPARTMENT. EACH REPORT SHALL YIELD SUB-TOTALS FOR RESIDENT AND NONRESIDENT STUDENTS BY DISTRICT.

TWO REPORTS SHALL BE REQUIRED EACH YEAR: THE FIRST COVERING THE QUARTER ENDING DECEMBER 31 AND THE SECOND COVERING THE YEAR ENDING JUNE 30.

THE DEPARTMENT SHALL CONVERT TO ADM THE COMMUNITY COLLEGE INSTRUCTIONAL HOURS REPORTED FOR EACH REPORTING PERIOD BY MULTIPLYING THE TOTAL HOURS OF INSTRUCTION BY .167 AND DIVIDING THE PRODUCT BY 55 FOR THE DECEMBER 31 QUARTERLY REPORT AND BY 175 FOR THE JUNE 30 ANNUAL REPORT.

THE ADM COMPUTED SHALL BE DEDUCTED BY THE DEPARTMENT FROM THE ADM OF THE DISTRICT.

INSTRUCTIONS FOR THE ATTENDING DISTRICT:

1. INDICATE THE REPORTING PERIOD--EITHER THE QUARTER ENDING DECEMBER 31 (FOR THE PERIOD FROM OCTOBER 1 THROUGH DECEMBER 31) OR THE YEAR ENDING JUNE 30 (THE FIRST DAY OF SCHOOL THROUGH THE LAST DAY OF SCHOOL FOR THE YEAR).

2.A) ALL STUDENTS WHO ARE ENROLLED IN DUAL-CREDIT COURSES THAT ARE MUTUALLY AGREED UPON BY YOUR DISTRICT AND THE COMMUNITY COLLEGE <u>MUST</u> BE REPORTED IF THE COMMUNITY COLLEGE IS CLAIMING STATE REIMBURSEMENT.

B) STUDENTS SHOULD <u>NOT</u> BE REPORTED IF: THE COMMUNITY COLLEGE WILL <u>NOT</u> CLAIM REIMBURSEMENT; OR IF THE STUDENT PAYS TUITION FOR A COMMUNITY COLLEGE COURSE THAT HAS <u>NOT</u> BEEN MUTUALLY AGREED UPON BY YOUR DISTRICT AND THE COMMUNITY COLLEGE.

3. ALL STUDENTS DESCRIBED IN 2.A) ABOVE MUST BE GROUPED BY RESIDENT DISTRICT. USE THE FIRST LINE TO REPORT STUDENTS WHO ARE RESIDENT IN YOUR DISTRICT. COMPLETE A SEPARATE LINE FOR EACH DISTRICT THAT HAD STUDENTS ATTENDING YOUR DISTRICT ON A DISTRICT-PAID TUITION BASIS.

4. RETAIN ONE COPY OF THE COMPLETED FORM FOR YOUR FILES. SEND ONE COPY TO THE DEPARTMENT. SEND TWO COPIES TO THE COMMUNITY COLLEGE, ACCOMPANIED BY A LISTING OF THE NAMES OF THE STUDENTS. THIS WILL FACILITATE VERIFICATION BY THE COLLEGE. DO NOT SEND NAMES TO THE DEPARTMENT.

INSTRUCTIONS FOR THE COMMUNITY COLLEGE:

EXAMINE THE COMPLETED FORM IN VIEW OF YOUR UNDERSTANDING OF THE SITUATION. IF CORRECT, COMPLETE YOUR PART OF THE CERTIFICATION AND FORWARD ONE COPY TO THE DEPARTMENT. <u>DO NOT SEND STUDENT NAMES</u>.

IF THE DATA ARE NOT CORRECT, RETURN TO THE ATTENDING DISTRICT WITH AN EXPLANATION OF THE INCORRECT DATA.

RETURN COMPLETED FORM BY JANUARY 31 TO:
OREGON DEPARTMENT OF EDUCATION
SPECIAL EDUCATION DIVISION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

NAME & NO. OF ATTENDING DISTRICT

ESD IN WHICH DISTRICT IS LOCATED

ESTIMATE OF ATTENDANCE OF DEPENDENT STUDENTS FROM CHILD-CARING AGENCIES

FOR THE YEAR ENDING JUNE 30, 19__

1. ORS 339.165 - 339.185 STATES THAT SCHOOL DISTRICTS PROVIDING INSTRUCTION TO A NON-RESIDENT DEPENDENT CHILD AS A RESULT OF HIS/HER PLACEMENT IN A STATE APPROVED CHILD-CARING AGENCY SERVING SEVEN OR MORE CHILDREN MAY REQUEST TUITION PAYMENT FROM THE CHILD'S RESIDENT DISTRICT.
2. IN ORDER TO PROVIDE EACH DISTRICT WITH AN ESTIMATE OF THE ACTUAL BILLING IT WILL RECEIVE IN AUGUST, THE ATTENDING DISTRICT MUST SUPPLY INFORMATION TO THE DEPARTMENT FOR EACH DEPENDENT CHILD ATTENDING SCHOOL IN THE DISTRICT.

INSTRUCTIONS FOR COMPLETING BILLING FORMS

COLUMN 1: ENTER THE CHILD'S LEGAL NAME.
COLUMN 2: ENTER NAME AND NUMBER OF RESIDENT DISTRICT. (REFER TO DEFINITION OF ''RESIDENT DISTRICT'' ON REVERSE SIDE OF THIS FORM)
COLUMN 3: ENTER PARENTS' OR LEGAL GUARDIAN'S ADDRESS AT TIME CHILD BECAME A WARD OF THE PUBLIC AGENCY.
COLUMN 4: COUNT THE NUMBER OF DAYS ATTENDANCE FOR EACH DEPENDENT CHILD FROM THE START OF THE SCHOOL YEAR (OR FROM THE TIME OF ENTRY, IF THIS IS LATER) TO DECEMBER 31, AND ESTIMATE THE DAYS ATTENDANCE FROM JANUARY 1 THROUGH THE CLOSE OF THE SCHOOL YEAR. FOR THOSE DEPENDENT CHILDREN WHO HAVE LEFT THE CHILD-CARING AGENCY, REPORT THE ACTUAL DAYS ATTENDANCE. (NOTE: THE LAW SPECIFIES USE OF ACTUAL ATTENDANCE, NOT MEMBERSHIP.)
ATTACH: A SIGNED REPORT (FORM 3191) ''PRELIMINARY CERTIFICATION BY CHILD-CARING FACILITY FOR DEPENDENT CHILDREN'' FOR EACH CHILD-CARING AGENCY SERVED BY YOUR DISTRICT.
REMINDER: A COMPLETED ''BASIC SCHOOL SUPPORT FUND REPORT OF NON-RESIDENT STUDENTS'' (FORM 3202) NEEDS TO BE SENT TO EACH RESIDENT DISTRICT.

NAME OF STUDENT	NAME & NO. OF RESIDENT DISTRICT	PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME STUDENT BECAME A WARD	PROJECTED DAYS ATTENDANCE
(1)	(2)	(3)	(4)

I CERTIFY THAT THE ABOVE REPORT IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF DISTRICT OFFICIAL

DATE

FORM 581-3190 (3/81)

NAME OF STUDENT	NAME & NO. OF RESIDENT DISTRICT	PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME STUDENT BECAME A WARD	PROJECTED DAYS ATTENDANCE
(1)	(2)	(3)	(4)

NOTE: ORS 339.165(3) DEFINES 'RESIDENT DISTRICT' AS THE SCHOOL DISTRICT IN WHICH THE PARENTS OR LEGAL GUARDIAN, IF ANY, OF THE DEPENDENT CHILD RESIDED AT THE TIME THE CHILD BECAME A WARD OF THE PUBLIC AGENCY. IF THE DEPENDENT CHILD HAS NO PARENTS OR LEGAL GUARDIAN OR NONE CAN BE LOCATED, THE CHILD SHALL BE CONSIDERED TO BE RESIDENT OF THE DISTRICT IN WHICH HE RESIDED AT THE TIME HE BECAME A DEPENDENT CHILD.

OREGON DEPARTMENT OF EDUCATION
SPECIAL EDUCATION DIVISION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

PRELIMINARY CERTIFICATION BY CHILD-CARING FACILITY FOR DEPENDENT CHILDREN

FOR THE YEAR ENDING JUNE 30, 19__

I, _____, REPRESENTING THE _____
(NAME OF REPRESENTATIVE) (NAME OF FACILITY)
HEREBY CERTIFY THAT THE AFOREMENTIONED FACILITY LOCATED IN _____
SCHOOL DISTRICT _____ COUNTY, IS AUTHORIZED TO PROVIDE CARE FOR SEVEN OR MORE CHILDREN, AND THAT DURING THE ABOVE SCHOOL YEAR THE FOLLOWING CHILDREN WERE PLACED IN THIS FACILITY BY A PUBLIC OR PRIVATE CHILD-CARING AGENCY. I FURTHER CERTIFY THAT THE DEPENDENT CHILDREN LISTED BELOW WERE LIVING IN THIS FACILITY DURING THE PERIOD OF TIME NOTED. TO THE BEST OF MY KNOWLEDGE THE INFORMATION BELOW REGARDING RESIDENCE OF EACH DEPENDENT CHILD AT THE TIME HE/SHE BECAME A WARD IS CORRECT AND COMPLETE.

INSTRUCTIONS FOR COMPLETING BILLING FORM

COLUMN 1: ENTER THE CHILD'S LEGAL NAME
COLUMN 2: ENTER NAME AND NUMBER OF RESIDENT DISTRICT. (REFER TO DEFINITION OF ''RESIDENT DISTRICT''ON REVERSE SIDE OF THIS FORM)
COLUMN 3: ENTER PARENTS' OR LEGAL GUARDIAN'S ADDRESS AT TIME THE CHILD BECAME A WARD.
COLUMN 4: ENTER DATE CHILD ENTERED FACILITY.
COLUMN 5: ENTER DATE CHILD LEFT, IF APPLICABLE.

PLEASE RETURN COMPLETED FORM TO ATTENDING SCHOOL DISTRICT BEFORE JANUARY 31.

_____ _____
SIGNATURE OF REPRESENTATIVE DATE

NAME OF STUDENT	NAME & NO. OF RESIDENT DISTRICT	PARENTS' HOME ADDRESS AT TIME CHILD BECAME A WARD	DATE ENTERED FACILITY	DATE LEFT FACILITY
(1)	(2)	(3)	(4)	(5)

FORM 581-3191 (3/81)

NAME OF STUDENT	NAME & NO. OF RESIDENT DISTRICT	PARENTS' HOME ADDRESS AT TIME CHILD BECAME A WARD	DATE ENTERED FACILITY	DATE LEFT FACILITY
(1)	(2)	(3)	(4)	(5)

RESIDENT DISTRICT: THIS ENTRY IS MANDATORY. ORS 339.165(3) DEFINES ''RESIDENT DISTRICT'' AS THE SCHOOL DISTRICT IN WHICH THE PARENTS OR LEGAL GUARDIAN, IF ANY, OF THE DEPENDENT CHILD RESIDED AT THE TIME THE CHILD BECAME A WARD OF THE PUBLIC AGENCY. IF THE DEPENDENT CHILD HAS NO PARENTS OR LEGAL GUARDIAN, OR NONE CAN BE LOCATED, THE CHILD SHALL BE CONSIDERED TO BE RESIDENT OF THE DISTRICT IN WHICH HE RESIDED AT THE TIME HE BECAME A DEPENDENT CHILD.

DATE LEFT FACILITY: THE DATE ON WHICH THE DEPENDENT CHILD LEFT THE FACILITY IF HE/SHE TERMINATED RESIDENCE AT THE FACILITY PRIOR TO THE TIME THIS REPORT IS COMPLETED.

RETURN COMPLETED FORM BY JULY 15 TO:
OREGON DEPARTMENT OF EDUCATION
SPECIAL EDUCATION DIVISION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

NAME & NO. OF ATTENDING DISTRICT

ESD IN WHICH DISTRICT IS LOCATED

FINAL REPORT OF ATTENDANCE OF DEPENDENT STUDENTS FROM CHILD-CARING AGENCIES FOR THE YEAR ENDING JUNE 30, 19___

ORS 339.165 - 339.185 STATES THAT SCHOOL DISTRICTS PROVIDING INSTRUCTION TO DEPENDENT CHILDREN AS A RESULT OF THEIR PLACEMENT IN A STATE APPROVED CHILD-CARING AGENCY LICENSED TO SERVE SEVEN OR MORE CHILDREN MAY REQUEST TUITION PAYMENT FROM EACH CHILD'S RESIDENT DISTRICT.

PLEASE PROVIDE THE FINAL BILLING INFORMATION TO THE DEPARTMENT OF EDUCATION FOR EACH DEPENDENT CHILD ATTENDING SCHOOL IN YOUR DISTRICT.

INSTRUCTIONS FOR COMPLETING BILLING FORMS

COLUMN 1: ENTER THE CHILD'S LEGAL NAME.
COLUMN 2: ENTER NAME AND NUMBER OF RESIDENT DISTRICT. (REFER TO DEFINITION OF ''RESIDENT DISTRICT'' ON REVERSE SIDE OF THIS FORM)
COLUMN 3: ENTER PARENTS' OR LEGAL GUARDIAN'S ADDRESS AT THE TIME THE CHILD BECAME A WARD.
COLUMN 4: COUNT THE NUMBER OF DAYS ATTENDANCE FOR EACH DEPENDENT CHILD FROM THE START TO THE CLOSE OF THE SCHOOL YEAR. (THE LAW SPECIFIES USE OF ACTUAL ATTENDANCE FIGURES, NOT MEMBERSHIP)

ATTACH: A SIGNED AFFIDAVIT (FORM 3194) ''CERTIFICATION BY CHILD-CARING FACILITY FOR DEPENDENT CHILDREN'' FOR EACH CHILD-CARING AGENCY SERVED BY YOUR SCHOOL DISTRICT.

REMINDER: A COMPLETED ''BASIC SCHOOL SUPPORT FUND REPORT OF NON-RESIDENT STUDENTS'' (FORM 3202) NEEDS TO BE SENT TO EACH RESIDENT DISTRICT.

NAME OF STUDENT	NAME & NO. OF RESIDENT DISTRICT	PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT THE TIME STUDENT BECAME A WARD	TOTAL DAYS ATTENDANCE
(1)	(2)	(3)	(4)

I CERTIFY THAT THE ABOVE REPORT IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF DISTRICT OFFICIAL

DATE

FORM 581-3193 (3/81)

NAME OF STUDENT	NAME & NO. OF RESIDENT DISTRICT	PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME STUDENT BECAME A WARD	DAYS ATTENDANCE
(1)	(2)	(3)	(4)

OREGON DEPARTMENT OF EDUCATION
SPECIAL EDUCATION DIVISION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

CERTIFICATION OF CHILD-CARING FACILITY FOR DEPENDENT CHILDREN

FOR THE YEAR ENDING JUNE 30, 19___

I, _____, REPRESENTING THE _____,
NAME OF REPRESENTATIVE NAME OF FACILITY
HEREBY SWEAR THE AFOREMENTIONED FACILITY IS LOCATED IN _____ SCHOOL DISTRICT, _____ COUNTY, IS AUTHORIZED TO PROVIDE CARE FOR SEVEN OR MORE CHILDREN, AND THAT DURING THE ABOVE SCHOOL YEAR THE FOLLOWING CHILDREN WERE PLACED IN THIS FACILITY BY A PUBLIC OR PRIVATE CHILD-CARING AGENCY. I FURTHER CERTIFY THAT THE DEPENDENT CHILDREN LISTED BELOW WERE LIVING IN THIS FACILITY DURING THE PERIOD OF TIME NOTED. TO THE BEST OF MY KNOWLEDGE THE INFORMATION BELOW REGARDING RESIDENCE OF EACH DEPENDENT CHILD AT THE TIME OF HIS/HER ENTRANCE INTO THIS FACILITY IS CORRECT AND COMPLETE.

_____
NOTARIZED SIGNATURE OF REPRESENTATIVE

STATE OF OREGON

COUNTY OF _____

ON THIS _____ DAY OF _____, 19___

_____PERSONALLY APPEARED AND ACKNOWLEDGED THE FOREGOING INSTRUMENT TO BE HIS/HER VOLUNTARY ACT AND DEED.

_____
NOTARY PUBLIC OF OREGON
MY COMMISSION EXPIRES: _____

NAME OF STUDENT	NAME & NO. OF RESIDENT DISTRICT	PARENTS' HOME ADDRESS AT TIME CHILD BECAME A WARD	DATE ENTERED FACILITY	DATE LEFT FACILITY
(1)	(2)	(3)	(4)	(5)

FORM 581-3194 (3/81)

NAME OF STUDENT	NAME & NO. OF RESIDENT DISTRICT	PARENTS' HOME ADDRESS AT TIME CHILD BECAME A WARD	DATE ENTERED FACILITY	DATE LEFT FACILITY
(1)	(2)	(3)	(4)	(5)

RESIDENT DISTRICT: THIS ENTRY IS MANDATORY. ORS 339.165(3) DEFINES ''RESIDENT DISTRICT'' AS THE SCHOOL DISTRICT IN WHICH THE PARENTS OR LEGAL GUARDIAN, IF ANY, OF THE DEPENDENT CHILD RESIDED AT THE TIME THE CHILD BECAME A WARD OF THE PUBLIC AGENCY. IF THE DEPENDENT CHILD HAS NO PARENTS OR LEGAL GUARDIAN, OR NONE CAN BE LOCATED, THE CHILD SHALL BE CONSIDERED TO BE RESIDENT OF THE DISTRICT IN WHICH HE RESIDED AT THE TIME HE BECAME A DEPENDENT CHILD.

DATE LEFT FACILITY: THE DATE ON WHICH THE DEPENDENT CHILD LEFT THE FACILITY IF HE/SHE TERMINATED RESIDENCE AT THE FACILITY PRIOR TO THE TIME THIS REPORT IS COMPLETED.

RETURN COMPLETED FORM BY FEBRUARY 1 TO:
OREGON DEPARTMENT OF EDUCATION
SPECIAL EDUCATION DIVISION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

NAME OF EDUCATIONAL PROGRAM

NAME OF CONTRACTING LEA

ESTIMATE OF STUDENT MEMBERSHIP AND OPERATING EXPENSES IN SPECIAL EDUCATION PROGRAMS

FOR THE YEAR ENDING JUNE 30, 19___

UNDER PROVISION OF ORS 343.305 - 343.307, PART OF THE COST OF EDUCATING OREGON RESIDENT STUDENTS IN CERTAIN EDUCATIONAL PROGRAMS SHALL BE BORNE BY THE COUNTY SCHOOL FUND OF THE COUNTY IN WHICH THE STUDENT IS RESIDENT.

THE LAW STATES THAT BY MARCH 1 THE DEPARTMENT OF EDUCATION SHALL NOTIFY EACH COUNTY HAVING SUCH RESIDENT CHILDREN OF THE ESTIMATED COST OF EDUCATING THE CHILDREN DURING THAT YEAR. TO DO SO, WE MUST HAVE YOUR BEST ESTIMATE OF THE FOLLOWING ITEMS OF INFORMATION NO LATER THAN FEBRUARY 1.

THE DATA GIVEN BELOW SHOULD BE FOR THE REGULAR SCHOOL SESSION ONLY. EXCLUDE SUMMER SCHOOL.

1. ESTIMATED NUMBER OF DAYS OF INSTRUCTION DURING THE CURRENT YEAR_____

2. ESTIMATED OPERATING EXPENSES OF THE EDUCATION PROGRAM DURING THE CURRENT YEAR:

EXPENDITURE ACCTS.	PROG. ACCT. NO.	SALARIES 100	EMPL. BENEFITS 200	PURCH. SERVICES 300	SUPPLIES & MAT. 400	542 & 600	TOTAL
INSTRUCTION	1000						
PUPIL SUPPORT SERV. GUIDANCE	2120						
INST. SUPPORT SERV.	2200						
SCH. ADMINISTRATION	2400						
OPERATION AND MAINTENANCE OF PLANT	2540						

SUBTOTAL ..... $_____

LESS: TUITION RECEIVED ..... _____

LESS: FEDERAL FUNDS (ONLY THOSE APPLICABLE TO THE SCHOOL PROGRAM) ..... _____

TOTAL ..... $_____

SIGNATURE OF PERSON COMPLETING THIS REPORT

TELEPHONE NO.

FORM 581-3196 (3/81)

3. ESTIMATED STUDENT MEMBERSHIP AND RESIDENCY.

ESTIMATED NO. OF STUDENTS	COUNTY OF RESIDENCY	ESTIMATED TOTAL DAYS MEMBERSHIP	FOR O.D.E. USE ONLY
	BAKER		
	BENTON		
	CLACKAMAS		
	CLATSOP		
	COLUMBIA		
	COOS		
	CROOK		
	CURRY		
	DESCHUTES		
	DOUGLAS		
	GILLIAM		
	GRANT		
	HARNEY		
	HOOD RIVER		
	JACKSON		
	JEFFERSON		
	JOSEPHINE		
	KLAMATH		
	LAKE		
	LANE		
	LINCOLN		
	LINN		
	MALHEUR		
	MARION		
	MORROW		
	MULTNOMAH		
	POLK		
	SHERMAN		
	TILLAMOOK		
	UMATILLA		
	UNION		
	WALLOWA		
	WASCO		
	WASHINGTON		
	WHEELER		
	YAMHILL		
	OUT-OF-STATE STUDENTS		
	TOTAL		

A STUDENT'S ''COUNTY OF RESIDENCY'' IS THE COUNTY IN WHICH THE PARENT OR PERSON IN PARENTAL RELATIONSHIP TO HIM RESIDES ON THE DATE THE CHILD ENROLLS IN THE EDUCATIONAL PROGRAM. IF THE CHILD IS A WARD OF THE COURT OR AN APPROVED CHILD-CARING AGENCY, HE SHALL BE CONSIDERED RESIDENT OF THAT COUNTY IN WHICH THE PARENT OR PERSON IN PARENTIAL RELATIONSHIP TO HIM RESIDED ON THE DATE THE CHILD BECAME A WARD. (ORS 343.305 (2)(B))

RETURN COMPLETED FORM BY JULY 15 TO:
OREGON DEPARTMENT OF EDUCATION
SPECIAL EDUCATION DIVISION
700 PRINGLE PARKWAY SE
SALEM, OREGON 97310

NAME OF EDUCATIONAL PROGRAM

NAME OF CONTRACTING LEA

FINAL REPORT OF STUDENT MEMBERSHIP AND OPERATING EXPENSES IN SPECIAL EDUCATION PROGRAMS FOR THE YEAR ENDING JUNE 30, 19___

UNDER PROVISION OF ORS 343.305 - 343.307, PART OF THE COST OF EDUCATING OREGON RESIDENT STUDENTS IN CERTAIN EDUCATIONAL PROGRAMS SHALL BE BORNE BY THE COUNTY SCHOOL FUND OF THE COUNTY IN WHICH THE STUDENT IS RESIDENT.

THE LAW STATES THAT BY AUGUST 15, THE OREGON DEPARTMENT OF EDUCATION SHALL NOTIFY EACH COUNTY HAVING SUCH RESIDENT CHILDREN OF THE COST OF EDUCATING THE CHILDREN DURING THAT YEAR. TO DO SO, WE MUST HAVE THE FOLLOWING ITEMS OF INFORMATION NO LATER THAN JULY 15.

THE DATA GIVEN BELOW SHOULD BE FOR THE REGULAR SCHOOL SESSION ONLY. EXCLUDE SUMMER SCHOOL.

1. TOTAL NUMBER OF DAYS OF INSTRUCTION DURING THE SCHOOL YEAR _____

2. ACTUAL OPERATING EXPENSES OF THE EDUCATIONAL PROGRAM:

EXPENDITURE ACCTS.	PROG. ACCT. NO.	SALARIES 100	EMPL. BENEFITS 200	PURCH. SERVICES 300	SUPPLIES & MAT. 400	542 & 600	TOTAL
INSTRUCTION	1000						
PUPIL SUPPORT SERV. GUIDANCE	2120						
INST. SUPPORT SERV.	2200						
SCH. ADMINISTRATION	2400						
OPERATION AND MAINTENANCE OF PLANT	2540						

SUBTOTAL ..... $_____

LESS: TUITION RECEIVED ..... _____

LESS: FEDERAL FUNDS (ONLY THOSE APPLICABLE TO THE SCHOOL PROGRAM) ..... _____

TOTAL ..... $_____

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____ _____
SIGNATURE OF PERSON COMPLETING REPORT TELEPHONE NO.

FORM 581-3198 (3/81)

3. STUDENT MEMBERSHIP BY COUNTY OF RESIDENCY.

PLEASE LIST ALL STUDENTS FROM BAKER COUNTY FIRST, THOSE FROM BENTON COUNTY NEXT, AND SO ON THROUGH YAMHILL COUNTY. THEN LIST ALL OUT-OF-STATE STUDENTS. USE CONTINUATION PAGES, IF NEEDED. FOR EACH STUDENT, INCLUDE THE HOME ADDRESS AT THE TIME OF ENTRANCE INTO THE PROGRAM. A STUDENT'S ''COUNTY OF RESIDENCY''IS THE COUNTY IN WHICH THE PARENT OR PERSON IN PARENTAL RELATIONSHIP TO HIM RESIDES ON THE DATE THE CHILD ENROLLS IN THE EDUCATIONAL PROGRAM. IF THE CHILD IS A WARD OF THE COURT OR AN APPROVED CHILD-CARING AGENCY, HE SHALL BE CONSIDERED RESIDENT OF THAT COUNTY IN WHICH THE PARENT OR PERSON IN PARENTAL RELATIONSHIP TO HIM RESIDED ON THE DATE THE CHILD BECAME A WARD.

STUDENT'S NAME	COUNTY OF RESIDENCY AND HOME ADDRESS	TOTAL DAYS MEMBERSHIP